Information and Regulations for Students

THE GREY BOOK | August 2026

This book is a guide to the terminology, fees, facilities, and people of St Edmund Hall, and lets you know who to turn to for help or guidance. It is also a guide to the rules of the College.

As students of the Hall, you undertake to obey our academic and domestic regulations. This book contains a summary of those regulations.

The information is correct as of the above date. Regulations are continually updated and the current version will always be available from the College website.

Contents

1 Who's Who 4
2 Equality of Opportunity 7
3 Your Membership of the College 8
4 Terms, Weeks and Dates 8
5 College Accommodation 9
5.1 Accommodation: an overview 9
5.2 Undergraduate accommodation 9
5.3 Graduate accommodation 12
5.4 Occupation obligations and building maintenance 13
5.5 Use of your room 13
5.6 Absence during Full Term 16
5.7 Security and insurance 16
5.8 Mail 17
5.9 Domestic staff 18
5.10 No smoking 18
5.11 Living out of College 18
6 Undergraduate Academic Matters 19
6.1 Examinations 19
6.2 Tutorials, classes and non-academic activities 20
6.3 Collections 21
6.4 Unsatisfactory academic work 22
6.5 Plagiarism 22
6.6 Awards and prizes 23
6.7 Vacation study and vacation grants 24
6.8 College Advisers for undergraduates 24
6.9 Provision for undergraduates taking a year abroad 25
7 Postgraduate Academic Matters 26
7.1 General postgraduate matters 26
7.2 College Advisers for postgraduates 27
8 Visiting Students 28
9 The Library 28
10 Computing Facilities 30
11 The Chapel and Faith at SEH 31
12 Fees and Charges 32
12.1 Fees and charges summary 32
12.2 Your fees and charges in more detail 33
12.3 Payment options 36
13 Meals 36
14 Financial Assistance 38
15 Decanal Matters 40
15.1 Health 40
15.2 Personal problems and welfare 42
15.3 Disabilities 43
15.4 Acceptable behaviour 44
15.5 Music and Noise 45

15.6 Safety 47
15.7 Fire precautions 48
15.8 Guests 49
15.9 Meetings, parties and events 50
15.10 Freedom of speech 52
15.11 Harassment 52
15.12 Sexual Consent 53
15.13 Concerns or complaints 54
15.14 Drugs 54
15.15 Alcohol 55
15.16 Bicycles, motorcycles and cars 56
15.17 Miscellaneous regulations 58
15.18 Disciplinary procedures and appeals 59
15.19 Disclosure of criminal convictions 60
16 Outside Commercial Interests 60
17 Cultural and Sports Facilities 61
18 Communication 61
Appendix 1: Harassment Flow Chart 62
Appendix 2: Unsatisfactory Academic Progress 63
Appendix 3: Confidentiality in Student Health and Welfare 65
Appendix 4: Student Concerns and Complaints 66
Appendix 5: Glossary 69

About this book

Throughout this book the term ‘we’ and ‘the College’ refers to St Edmund Hall as an organisational and regulatory entity.

Throughout this book the term ‘you’ or ‘student’ refers to you as a Junior Member of the College.

College Regulations may be altered during the academic year.
Any alterations will be published on the College website.

We will always assume you are familiar with the latest version of this book.

1 Who's Who

Area	Who	Contact
Principal	The Principal (Professor Baroness Katherine Willis) is the head of the College; she chairs the Governing Body, and according to the Statutes 'shall exercise a general supervision over the affairs and management of the College and over the discipline and well-being of its members.' The Principal will see you on a confidential basis in the Lodgings any weekday during term by prior appointment made via her EA.	Via her Executive Assistant, 79003 principals.ea@seh.ox.ac.uk
Academic Affairs	The College Office (Staircase V) is a key point of contact for students on a range of academic and related matters and is responsible (under the direction of the officers named below) for the administration of academic matters including admissions, reports, exam entries, and graduation ceremonies. The College Office is managed by the College Registrar Melody Njoki, who is supported by the Deputy College Registrar (Alena Nemeckova), the Academic Records Manager (Melanie Brickell) and the Academic Assistant (Martina Stankovianska).	79088 college.office@seh.ox.ac.uk
	The Senior Tutor (Professor Robert Wilkins) is responsible for the overall academic administration of the College.	Via the College Office, 79088 senior.tutor@seh.ox.ac.uk
	The Tutor for Admissions (Professor David Dupret) is responsible for undergraduate admissions.	Via the College Office, 79088 admissions@seh.ox.ac.uk
	The Tutor for Undergraduates (Professor Erica McAlpine) is responsible for matters concerning the academic progress of undergraduate students, their examinations, and any changes of course. She is available to be consulted by undergraduates facing difficulties of any kind in their academic life.	Via the College Office, 79088 t4u@seh.ox.ac.uk
	The Tutor for Graduates (Professor Luc Nguyen) is responsible for matters concerning the academic progress and welfare of postgraduate students, including applications to postgraduate courses.	Via the College Office, 79088 t4g@seh.ox.ac.uk
	The Tutor for Visiting Students (Dr Alexandra Lloyd) is responsible for all matters concerning Visiting Students, including enquiries and applications.	Via the College Office, 79088 t4vs@seh.ox.ac.uk
	The Librarian (James Howarth) is responsible for the overall running of the Library. Together with the Deputy Librarian (Emma Blacklee) he provides assistance on all Library-related matters.	Librarian, 79062 library@seh.ox.ac.uk

<table>
<tr><td rowspan="6">Decanal & Welfare Support</td><td>The Decanal team has responsibility for welfare and non-academic discipline. The Senior Dean has overall responsibility, while the Junior (Discipline) Dean and Assistant Junior Deans are the principal enforcers of College regulations in the first instance, and the first people to turn to in cases of emergency. It is essential that you can identify them by sight and by name. The Junior (Discipline) Dean and one Assistant Junior Dean take responsibility for the Queen's Lane site, and the remaining three Assistant Junior Deans for the annexes.

Senior Dean — Dr Alexandra Lloyd
Welfare Dean — Clare Woolcott
Junior (Discipline) Dean — Antonin Charret (WRM)
Assistant Junior Dean — Aneesh Aggarwal (Queen's Lane)
Assistant Junior Dean — Sam Allen (Tamesis)
Assistant Junior Dean — Vittoria Baglieri (Queen's Lane)
Assistant Junior Dean — Alexander Martin (NSE)
Assistant Junior Dean — Zoe Stamoulis (NSE)</td><td>Photographs of and full contact details for the Decanal team can be found on the noticeboards in the Lodge and the Staircase V tunnel, as well as under "Welfare" on the College Website: www.seh.ox.ac.uk/people/staff

dean@seh.ox.ac.uk
nurse@seh.ox.ac.uk
junior.dean@seh.ox.ac.uk
aneesh.aggarwal@wrh.ox.ac.uk
samuel.allen@seh.ox.ac.uk
vittoria.baglieri@wolfson.ox.ac.uk
alexander.martin@queens.ox.ac.uk
zoe.stamoulis@hmc.ox.ac.uk</td></tr>
<tr><td>The Senior Welfare Officer (Jane Armstrong) is responsible for matters particularly concerning the welfare of students, including any harassment issues.</td><td>welfare@seh.ox.ac.uk</td></tr>
<tr><td>The College Nurse (Clare Woolcott) is a Registered General Nurse. She advises on a range of health and welfare issues.</td><td>Staircase VI, first floor, 79063
nurse@seh.ox.ac.uk</td></tr>
<tr><td>The College Counsellor (Beenish Chaudhry) is a licenced psychologist. She provides support and psychological therapy for students.</td><td>First floor, Principal's Lodgings
counsellor@seh.ox.ac.uk</td></tr>
<tr><td>The Chaplain The Venerable Dr Lyndon Drake is pastorally available at any time to students of any or no faith.</td><td>First floor, Principal's Lodgings
lyndon.drake@seh.ox.ac.uk</td></tr>
<tr><td>The College has two Senior Harassment Officers (Professor David Dupret and Professor Henrike Lähnemann), who are available to all members of the College for advice and support on matters relating to harassment.

Junior members may wish to speak to the JCR or MCR Harassment Officers in the first instance, but are also encouraged to familiarise themselves with the College's Harassment Policy and contact the Senior Harassment Officers directly if they have concerns or would like advice.</td><td>david.dupret@bndu.ox.ac.uk
henrike.laehnemann@mod-langs.ox.ac.uk</td></tr>
</table>

Operations	The Bursary is led by the Domestic Bursar (Mark Blandford-Baker) who has responsibility for maintenance and development of the estate, IT, safety, security, catering and accommodation matters, which are dealt with by the Bursary, Lodge, IT and Maintenance Departments. The Domestic Bursar is also the College Fire Officer, Safety Officer and Disability Officer.	79005 domestic.bursar@seh.ox.ac.uk
	The Bursary deals with accommodation, catering, room bookings and other domestic arrangements. The Accommodation Manager (Laura Andres) is responsible for all aspects of student accommodation. The Conference Manager (Susan McCarthy) is responsible for conferencing and event management in College.	Staircase VI, Ground Floor, 79007 bursary@seh.ox.ac.uk 79015 accommodation.manager@seh.ox.ac.uk 79222 conferences@seh.ox.ac.uk
	The Porters, under the direction of the Lodge Manager (Martin Guildea) are responsible for the security of members of the College and controlling visitor access, as well as sorting the mail and answering the College's main telephone number. The Porters are charged with enforcing College rules regarding acceptable behaviour and safety. Their direction on these matters **must** be followed at all times, and any disputes will be brought to the attention of the Lodge Manager, Senior Dean, Junior (Discipline) Dean or Domestic Bursar on the next business day.	Porters' Lodge, 79000 lodge@seh.ox.ac.uk Norham Gardens Porters' Lodge, 79020 nse-lodge@seh.ox.ac.uk
	The Estates Manager (Steve Lloyd) and the Deputy Estates Manager (Alex Grant) provide maintenance support for all the College sites.	help@seh.ox.ac.uk
	The IT Manager (Andrew Breakspear), IT Officer (Ryan Trehearne) and IT Assistant (Joe Makepeace) provide IT support for all the College sites.	Besse First Floor, 79044 help@seh.ox.ac.uk
Finance	The Finance Bursar (Eleanor Burnett) has overall responsibility for financial matters.	Lodgings 1.4, 79056 finance.bursar@seh.ox.ac.uk
	The Finance Department is led by the College Accountant (Stephanie Hanks) who is supported by the Deputy Accountant (Sophia McMinn). The department deals with: • Collection of tuition fees and charges (known as Battels). • Payments of grants and awards and administering financial assistance applications. • Queries relating to student or US loans. • Processing of payroll, including that of student workers.	Forum Gate Quad, 79042 fees@seh.ox.ac.uk

Clubs	The Senior Treasurer of Amalgamated Clubs (Mark Blandford-Baker) oversees the finances and general running of all the College's non-academic clubs and societies.	mark.blandford-baker@seh.ox.ac.uk
Comms	The Communications Manager (Claire Parfitt) is responsible for the College website, social media, and the design and organisation of internal and external College communications.	Governance and Communications Office, 79366 communications@seh.ox.ac.uk
Previous Members	The Development & Alumni Relations Office is responsible for all aspects of alumni relations, including events, networking, and fundraising activities.	Staircase VI, first floor, 79055 alumni@seh.ox.ac.uk

2 Equality of Opportunity

At a glance:

- We will ensure that our equality policies comply with all statutory requirements.
- If you have any concerns, contact the Principal, Senior Tutor or Domestic Bursar.

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

We aim to provide an excellent quality of education at undergraduate and postgraduate level for all students, whatever their background. In pursuit of this aim, we are committed to using our best endeavours to ensure that all of our activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential.

This statement applies to recruitment and admissions, to the curriculum, teaching and assessment, to welfare and support services, and to staff development and training.

This policy statement is supported by equal opportunities policies and codes of practice for staff and students, the collegiate University's statement on freedom of speech, its code of practice on harassment, and the College's policy and procedure on harassment and the College's Equality Policy, which are set out on our website.

We will ensure that our policies comply with all statutory requirements. To this end we have a General Purposes and Bursarial Committee (GPBC), chaired by the Principal, which has the responsibility of monitoring all our activities from the standpoint of equality of opportunity.

Any member of the College with concerns about equality of opportunity in relation to any of our policies or activities is urged to contact the Principal, the Senior Tutor, or the Domestic Bursar.

3 Your Membership of the College

At a glance:

- Undergraduate students are members of the Junior Common Room (JCR).
- Postgraduate students are members of the Middle Common Room (MCR).
- College Fellows and other Senior Members are members of the Senior Common Room (SCR).

If you are an undergraduate or Visiting Student, you are a Junior Member of our College, and you belong to the Junior Common Room (JCR). Postgraduate students have their own Middle Common Room (MCR).

These common rooms provide a physical location and facilities and also act as representative bodies. The JCR and MCR elect their own Presidents and other officers to run their affairs and represent their interests at various levels.

The JCR and MCR are represented on many of our committees, including the Governing Body, when matters concerning students are to be discussed.

There is also regular informal contact between College officers and Junior Member representatives.

The JCR and MCR may affiliate themselves to the Oxford University Student Union and the National Union of Students, and send representatives to the meetings of those bodies at a university and national level.

Fellows and other Senior Members of the College belong to the Senior Common Room (SCR).

4 Terms, Weeks and Dates

At a glance:

- The academic year is divided into three terms: Michaelmas, Hilary and Trinity.
- Each term lasts about eleven weeks, but undergraduates are taught in a shorter eight-week period called Full Term.
- College weeks start on a Sunday.
- The week preceding Full Term is called Noughth Week.

The academic year is divided into three terms, Michaelmas, Hilary and Trinity. Each of these terms officially lasts for a period of about eleven weeks but, for undergraduates and taught postgraduate courses, most teaching is scheduled during a shorter, eight-week period called Full Term.

The weeks of Full Term are referred to as First Week, Second Week, etc., and the week preceding Full Term is called Noughth Week.

Note that undergraduate students must be in residence in Oxford no later than noon on the Thursday of Noughth week each term (see 5.2).

College weeks start on a Sunday, not a Monday.

Dates of Full Term: 2026-27

Michaelmas	Sun 11 October to Sat 05 Dec
Hilary	Sun 17 Jan to Sat 13 Mar
Trinity	Sun 25 Apr to Sat 19 June

Dates of Full Term: 2027-28

Michaelmas	Sun 10 October to Sat 04 Dec
Hilary	Sun 16 Jan to Sat 11 Mar
Trinity	Sun 23 Apr to Sat 17 June

Term dates for future years can be found on the University website here.

5 College Accommodation

5.1 Accommodation: an overview

At a glance:

- The right for you to occupy a College room is conditional on you remaining a member of the College and on your complying with the rules of the College, especially those concerning room use.
- If you are entitled to vote, and wish to vote in Oxford, it is up to you to register yourself.

The College complies with the Universities UK Code of Practice for the management of student housing.

College accommodation sites

College accommodation is situated at:

- Our main site in Queen's Lane
- Norham Gardens and Crick Road (NSE)
- Tamesis House and neighbouring houses (Circus Street)
- The William R. Miller Building (WRM) in Dawson Street
- Essex Street

NSE, Tamesis, WRM, and Essex Street are within walking distance of our Queen's Lane site.

Occupation and relocation

With the exception of some graduate accommodation, College rooms are for single occupancy only. The right for you to occupy a College room is in all cases conditional on you remaining a resident member of the College.

We reserve the right to move you to other accommodation when necessary. From time to time, buildings may be closed for refurbishment reducing the available accommodation.

Infringement of College Regulations may result in an enforced change of room allocation, and serious or persistent cases to exclusion from College accommodation altogether.

Permission to change your room is at the discretion of the Domestic Bursar. Please contact the Accommodation Manager in the first instance (accommodation.manager@seh.ox.ac.uk).

Electoral register

If you are eligible, and wish to vote in Oxford, you must register with the City Council. For more details of how to register, see the Electoral Commission website.

5.2 Undergraduate accommodation

At a glance:

- You must spend at least 42 nights per term in Oxford.
- At the beginning of the academic year Freshers must be in residence Sunday of 0th Week.
- For all other terms, all undergraduates must be in residence by noon on the Thursday of 0th Week.
- You should remain in residence until the Saturday morning of Eighth Week.
- Permission for vacation residence is unlikely to be granted unless you are a finalist.

University Residence requirements

The University requires that all students spend a certain minimum number of terms in residence in Oxford in order to qualify for their degrees (details can be found at ox.ac.uk/students/life/residency). If you are an undergraduate, this is usually nine or twelve terms, depending on the length of your degree.

For the duration of your undergraduate course, you must spend a minimum of 42 nights per term in Oxford within six miles of Carfax, which is the junction of the High Street, St Aldate's and Cornmarket Street. For students who hold senior status, namely undergraduates who are in the process of studying for their second BA, this distance increases to 25 miles.

Dispensation can be sought from the University for illness or other good cause, in which case full details should be given to the College Office as soon as possible so that an application can be made on your behalf.

College Residence Requirements

St Edmund Hall requires all first-year undergraduates to live in College accommodation on the main site, unless there is good cause not to do so.

In subsequent years, undergraduates may choose a College room in the February ballot. This is offered first to those going into their third year, followed by those going into their second year. The fourth-year undergraduate ballot is also offered at this time.

We reserve the right in certain circumstances to remove students from the ballot, or otherwise modify their position, when allocating rooms.

Please note that regrettably, we are unable to accommodate undergraduates with babies or children.

Cost of College accommodation

Details of our termly accommodation charge to cover room rent and services in respect of a standard College room for 2026-27 can be found in section 12.2.

Arrival

The information detailed below applies to Michaelmas, Hilary and Trinity Terms and applies to all undergraduate accommodation at Queen's Lane, NSE, Tamesis and William R Miller buildings.
All undergraduate students must be in residence by noon on the Thursday of Noughth Week.

Rooms for returning students are available from Saturday of -1st Week.

Freshers' Arrival

For Michaelmas Term only, Freshers should arrive no later than Sunday of Noughth Week (for the 2026-27 academic year, this is 04 October 2026).

International Freshers' Arrival

We ask you to please contact the Accommodation Manager (accommodation.manager@seh.ox.ac.uk) to keep them abreast of your plans. Please note that we will need to charge rent at a daily rate for early arrivals.

Early arrival

Please note that rooms will be in use prior to the Saturday of -1st Week and therefore students wishing to arrive prior to the dates listed above must contact the Accommodation Manager in plenty of time to seek permission to arrive earlier. A reason should be given, and other College Officers may need to be consulted before a decision is made on allowing the request. Note that with the exception of international students, freshers arriving for their first Michaelmas Term may not arrive before the dates above.

Late arrival

Permission to come up later than these dates must be obtained from your tutor(s) and the Tutor for Undergraduates in good time.

Departure

You should remain in residence until the end of Full Term (i.e. the Saturday morning of Eighth Week). You should not plan to leave College on the Friday of Eighth Week, as tutorials and classes may be arranged until 7pm that day. Permission to go down earlier than these dates must be obtained from your tutor(s) and the Tutor for Undergraduates or Tutor for Visiting Students.

On Departure please check-out with the Lodge.

If you do not vacate your room at the correct time on the date agreed with the Accommodation Manager (accommodation.manager@seh.ox.ac.uk), you will incur a £75 fine, in addition to the usual room rate for each night over-stayed.

College Events

Some College-wide social events, like balls and bops, may cause inconvenience, such as interruptions to site access and noise from events. These events must be approved and announced well in advance.

College closed period

The College is closed for about a week at Christmas. For the 2026-27 academic year the College will be closed from Wednesday 23 December to Sunday 03 January inclusive, reopening on Monday 04 January. You will have to vacate your room during the closed period at all College accommodation sites unless you are a Visiting or International Student and have arranged this before the end of Eighth Week with the Accommodation Manager (accommodation.manager@seh.ox.ac.uk).

Vacation residence: general

We are considerably dependent on revenue obtained by letting many of our rooms for conference and events during vacations. This revenue is essential for keeping down the level of charges to students.

If you wish to stay in College accommodation after the end of Full Term, or come into residence before the Saturday of -1st Week, please contact the Accommodation Manager (accommodation.manager@seh.ox.ac.uk). Permission will usually only be granted for academic reasons. Please note that you are required to make these arrangements with the Accommodation Manager by the end of Fifth Week.

If you apply later than that, the Accommodation Manager will try to meet your wish to remain, either in your own room or an alternative location. Because of the added workload, there will be an administrative charge of £20. If you stay in your room without permission, a charge of £75 will be levied, as well as the daily rate for additional nights.

Vacation grants

If you wish to remain in residence after the end of Full Term for academic reasons, you may be eligible to receive a vacation grant towards the cost of the extra days. Details of these grants are available on the College website here.

Vacation residence: Short Vacations

Permission to stay up after the end of Full Term during the Short Vacations will normally only be given if you are taking examinations, in which case your room must be vacated by 10am on the day following your last paper.

If you have a room on the Queen's Lane or NSE sites and you have permission to stay up over these vacations, you may be required to move to a different room.

Vacation residence: Long Vacation

The end of the academic year is a particularly difficult time for our domestic staff, who must thoroughly clean and renovate virtually every residential room in the Queen's Lane, NSE, WRM, and Tamesis sites in a very short space of time before the arrival of conference and other summer guests.

You will normally be expected to vacate your room on the Saturday of Eighth Week of Trinity Term. However, if you have permission, the following applies:

- If you are taking Mods or Prelims, you can remain in College accommodation until noon of the day following your last examination. If your last examination falls on the Saturday, you may remain until noon on the following Monday.
- If you are a Finalist, you may remain in College accommodation until no later than 10am on the Thursday of Ninth Week.

Storage and removal of belongings

If you are resident at our Queen's Lane site, you will be required to remove all your belongings from your room during all vacations. International students can store items in the designated storage cupboards, providing they are adequately labelled with your name and the date of storage. Applications should be made to the Accommodation Manager (accommodation.manager@seh.ox.ac.uk).

Permission may be granted by the Accommodation Manager for some belongings to be left in your room during the Short Vacations without charge, but only if the room is not required for conference or event use. If such permission is granted, your room will be locked and no access to it will be permitted during the agreed period.

You must empty your room of all your belongings over the summer. Storage cupboards for international students are checked during the Long Vacation, and any items not boxed and clearly marked with a name and date will be disposed of by the College. Storage is not available for those graduating.

Any property that you leave in College is your responsibility and the College will accept no liability for loss or damage. When leaving College at the end of your final term, you must take all your belongings with you.

5.3 Graduate accommodation

At a glance:

- To qualify for your degree, you must meet the University of Oxford's residence requirements.
- Graduate rooms are available for Michaelmas, Hilary and Trinity Terms.
- We aim to offer College accommodation to most new graduate students who are in their first year of graduate study.

Residence requirements

If you are a graduate, the University requires you to spend a certain number of terms in residence in order to qualify for your degree. For most graduates, being in residence means living within 25 miles of Carfax, which is at the junction of the High Street, St Aldate's and Cornmarket Street. The number of terms you will be expected to be in residence will depend on the length of your degree.

The residence regulations are set out in full at www.ox.ac.uk/students/life/residency. We recommend that you familiarise yourself with them.

University regulations permit dispensation from ordinary residence requirements for engaging in field work or extended laboratory visits but permission must be sought in advance using the appropriate GSO form.

Postgraduate accommodation

We aim to accommodate all first-year graduates who wish to be housed by College. Our postgraduate accommodation is mostly in Norham Gardens, Crick Road, Essex Street, and Circus Street but occasionally houses elsewhere in Oxford can become available. Accommodation will normally be offered on a first-come, first-served basis on confirmation of your admission to the University.

Waiting list

Not all offers of postgraduate accommodation are taken up, so we operate a waiting list in which postgraduate students coming from outside Oxford are normally given preference.

Graduate room availability

Graduate rooms are available for Michaelmas, Hilary and Trinity Terms, on a 39-week licence beginning in October.

Regrettably, the College does not own any accommodation suitable for housing babies and children. Please contact the Accommodation Manager (accommodation.manager@seh.ox.ac.uk) to discuss your accommodation needs.

Cost of College accommodation

Postgraduates living in College accommodation have 39-week leases. Details of the accommodation licence agreements are given in section 12.2.

5.4 Occupation obligations and building maintenance

At a glance:

- When you sign the contract for your College room, you do so for the full length of the contract.
- You may be required to occupy another room temporarily, if maintenance is required during term time.

Occupation obligations

When you sign the contract for your College room, you do so for the full length of the contract. This applies to both undergraduates and postgraduates, and there is no exemption from rent charges during field trips, etc. or if, for academic reasons, you leave Oxford early.

If you want to give up your College room to live out, you will be held liable for the remainder of the year's rent until the room is reoccupied.

If you are suspended on academic grounds or due to ill health, or are otherwise compulsorily sent out of College accommodation, your remaining rental liabilities will be decided on a case-by-case basis.

Should you be given permission to return to repeat a year or to commence a different course, we are not able to guarantee College accommodation for the repeated year or first year of your new course, although we will be happy to add you to a waiting list.

Maintenance of your room

The constant use of College facilities means that maintenance of the buildings must often be done during term time. As most maintenance work is between the hours of 8am and 5pm, you may be required to occupy another room temporarily, or to make arrangements to work elsewhere if disturbed by noise, etc.

To report a Maintenance issue with your room or any other space email: help@seh.ox.ac.uk

5.5 Use of your room

At a glance:

- Neither smoking nor vaping are permitted anywhere on the College site, inside or outside.
- Do not tamper with window restrictors, they are there for everyone's safety.
- Do not fix pictures and posters directly to walls, only to pin boards.
- Do not overload electrical circuits or adapters.
- Kettles, toasters, irons, microwaves, etc., may only be stored and used in kitchenettes and laundry rooms (as appropriate).
- When using the kitchen, you must not leave your cooking unattended.
- No candles, shisha-pipes, incense, BBQ fuel, fireworks, etc. are allowed in College accommodation.
- You will need a TV licence for your own television or to watch catch up services.
- Reasonable access to your room may not be refused to College staff.

Your responsibilities

You will normally be held responsible for any damage, disturbance, or other irregularity in your rooms, whether or not you are present at the time. You will be charged and may be fined for any unreasonable wear-and-tear or damage, and for any behaviour that necessitates additional cleaning by College staff.

You must report any defect in your room or its furnishings to your scout, or by emailing help@seh.ox.ac.uk.

For out of hours maintenance emergencies, please call the Lodge on 01865 279000. Emergencies encompass anything that could affect building or personal safety and security, such as flood, fire or power loss.

Students who accidentally lock themselves out of their room at any college property must contact the Porters' Lodge at Queen's Lane to collect a spare key. Students who repeatedly cause 'lock-outs' will be subject to an administration fee. You must take responsibility for your personal belongings and for the College's property by not leaving your door unlocked when leaving your room.

Leases and charges for University accommodation via the Nomination Agreement are subject to their own terms, and the lease and payment is between the student and the University.

Additional furniture/medical requests

If you wish to request additional or replacement furniture or a different mattress for your room in College, you will need to provide a medical certificate confirming your specific requirements.

Use the pin board

You are not permitted to use sticky tapes, blu-tack or white-tack, glue, nails, drawing-pins, or any such fixing method on the walls or any other surface in your room except for your pin boards, and you may be charged for repairs for any damage caused. This ban includes fixing notices to doors in corridors, etc. The Bursary will supply additional pin boards if you need them.

Electrical items

Portable Appliance Testing is not carried out on items brought in by students as a matter of course. It is your responsibility to make sure that items you bring on site comply with current regulations and are safe.

You must not overload electrical circuits or adapters, and improvised wiring is not permitted. The Domestic Bursar, Housekeeper and Estates Manager visit all College rooms frequently and will remove or disable electrical equipment which is deemed to be unsafe.

Be aware of differences in voltage between the UK and other countries; appropriate adapters must be used; avoid using block adapters.

Heaters

Students are not permitted to have their own heaters in rooms. The College may provide them temporarily if there is a problem with the central heating system, but otherwise they may not be used. This is partly for fire safety and partly because we have a heating system. When the radiator valve detects the set temperature it will shut off, so adding a heater does not give a hotter room. Those in rooms with the Ecosync system can use the app which allows a 2 degrees boost for a period. Any unauthorised heater may be impounded.

No white goods…

Kettles, toasters, irons, microwave ovens, and other electrical equipment liable to overheat must not be stored or used in your room. They can only be stored and used in the properly equipped kitchenettes and laundry rooms. Offenders may be required to move out of College accommodation, and when such contravention has caused the fire alarm system to be triggered, removal from your accommodation is almost certain.

…except mini fridges (with written permission)

You may, subject to written permission from the Bursary, bring your own mini fridge into your College room, but it must be checked for electrical safety by the College maintenance staff. You will also have to lodge an £80 deposit against disposal costs.

You must take your fridge off our premises during the vacation periods unless you have permission to store it or, where appropriate, are willing to let conference guests make use of it.

TV licence

The law states that you need to be covered by a TV Licence to:

- watch or record programmes as they are being shown on TV, on any channel
- watch or stream programmes live on an online TV service (such as ITV Hub, All4, YouTube, Amazon Prime Video, Now TV, Sky Go, etc.)
- download or watch any BBC programmes on BBC iPlayer.

This applies to any device you use, including a TV, desktop computer, laptop, mobile phone, tablet, games console, digital box or DVD/VHS recorder. Find out more about your student TV licence here.

Fire safety

Familiarise yourself with the instructions in your room on what to do in case of fire. On no account must any fire precautions or fire-fighting equipment be tampered with.

You are not permitted to place any objects in hallways or other pathways which could restrict movement during emergencies.

You are strongly advised to familiarise yourself with the fire safety video. YouTube: College Fire Safety.

No smoking

Smoking, including vaping and electronic devices, is forbidden at all times in all College buildings and grounds, in accordance with the law (see also section 5.10).

Disabling of the fire detection system in order to prevent detection of smoking puts members of the College in danger, and will be treated as a very serious breach of College regulations.

If it is designed to burn, it is banned

All of the following are banned from College rooms: candles of any sort, shisha pipes, incense burners, barbecue fuel, fireworks, and any other devices involving the use of combusting materials. Bear this in mind when packing to come up to College. Any of the above and similar items will be confiscated and the matter reported to the Junior (Disciplinary) Dean. You may be fined and/or required to move out of College accommodation.

If you plan to use hair straighteners, please equip yourself with a heat-resistant mat or tile to avoid damage to property. Hair dryers, hair straighteners, etc., should always be unplugged after use.

Using the shared kitchen facilities

You must take care when using the shared kitchen facilities especially when cooking food. You must stay in the kitchen to ensure that food does not burn and set off the heat or fire alarms. This will be very disruptive to your fellow students and can lead to a fire and risk to life.

Kitchen doors must be kept closed when cooking. Offenders who set off the heat or fire alarm when cooking or who leave food cooking unattended will be subject to a Decanal review and may be fined. Repeat failure to adhere to these instructions may lead to your removal from College accommodation.

Students are responsible for cleaning their own cooking utensils, plates, mugs, etc. after use, and should help to keep the kitchen and cooking facilities clean and hygienic at all times. Used items should not be left for the scouts to clean. Access to shared kitchen facilities will be revoked if these requirements are not observed.

Mattress protectors are fitted to all beds and must not be removed. If you have an additional bed beneath your own, it must not be used or tampered with.

Tidiness

You must keep your room reasonably clean and tidy. The Housekeeper may move personal items such as clothing to a cupboard, etc., in order to maintain the cleanliness of each room. The position of study material, books and other paperwork will be respected.

Access

College staff may not be refused reasonable access to your room for the purpose of regular cleaning,

inspection, and maintenance. If you deny access to a scout for more than two days, the Housekeeper will be informed and we will seek access. Notice will be given if access is required for external contractors.

Bicycles & Scooters

You are not allowed to keep a bicycle in your room or corridors and staircases. For more information about storing a bicycle, see section 15.16. E-bikes and scooters are not permitted anywhere on the College estate.

Pets

You must not keep animals (pets, livestock) or items of taxidermy on College property. Please refer to section 15.3 for further information on assistance animals.

Flags and banners

You are not permitted to display items such as flags or banners out of or in any windows on College property, or to fix such items to the outside of any College buildings.

5.6 Absence during Full Term

At a glance:

- All nights away should be recorded in your accommodation's signing-in-and-out book.
- You will need permission to be absent from your accommodation for more than one night.

Use the signing-in book

If you are staying in College accommodation and intend to be away from Oxford for one night or longer during Full Term, you must enter your name, and the address at which you expect to be, in the signing-in-and-out book in the Lodge (or other College accommodation as appropriate). This is not intended as an intrusion into privacy, but allows contact to be made speedily in case of emergency and enables the Fire Officer to check on numbers staying in College in the event of a fire.

Undergraduates

If you are going to be away from Oxford for more than one night, you will need to obtain the appropriate permission. This permission is required irrespective of whether you are living in or out of College accommodation.

Length of absence: 2 to 3 nights

You will need permission from all of your tutors (including one College tutor), who must be satisfied that all tutorial work will be completed.

Length of absence: 4-7 nights

You will need permission from all of the above plus permission from the Tutor for Undergraduates or the Tutor for Visiting Students.

Length of absence: More than 7 nights

Permission can only be granted by the Tutorial Committee, except in an emergency when you should get permission from all College tutors for your Honour School and the Tutor for Undergraduates or the Tutor for Visiting Students.

5.7 Security and insurance

At a glance:

- Always keep your door locked.
- Make sure your personal belongings are insured.
- The Queen's Lane front gate is locked between 11pm and 6am during Full Term.

Security and keys

You are required to check in and out of the Lodge when moving into or vacating College accommodation. If you don't check out you may be charged for accommodation after you have gone home.

We strongly recommend that you keep your room locked at all times, but especially at night and when leaving the accommodation block. Do not leave any property unguarded in public areas of the College.

All College rooms and security doors are secured by programmable Salto locks. You will be issued with access on your University card. The University card will also allow you access to the Library and the turnstile gate on the High Street.

Your bod card must be kept on you at all times. If you lose your bod card, or lock yourself out, you must contact the Porters' Lodge. You will be charged £30 to replace a lost key. Duplication of keys is not permitted. It is possible to request a Wristband instead of using your University card.

Entry to the Queen's Lane site after 6pm is by Salto key access. In addition, the front gate of the main Queen's Lane site is locked between 23.00 and 06.00 during Full Term. You can enter and exit between these times via the turnstile gate in the Forum Entrance on the High Street: you will need your key.

Although guests may be admitted into the College by their hosts, you should ask visitors to phone you from the Lodge so that you can meet them. This may be cumbersome but is the most secure way of admitting guests. Beware also of 'tailgating': intruders following you into the College site. Strangers should in no circumstances be admitted. See section 15.8 for further details about guests. When the College is closed to visitors, any strangers in the College grounds and buildings should be reported to the Lodge who will investigate.

The central College site, including the Library, is comprehensively covered by CCTV cameras, monitored from the Lodge. If you see any intruders or suspicious behaviour you must report it to the Lodge immediately.

The College lodge team make regular security patrols, particularly at night, in teaching and accommodation areas. These are conducted to ensure your safety, and are kept as unobtrusive as possible. For further information, see the College's Physical Security Policy and the CCTV Policy.

Insurance

Our insurance policy covers loss of property by fire and flood, but you are strongly recommended to obtain insurance cover for your personal belongings, including your bicycle.

5.8 Mail

At a glance:

- All mail should be sent to St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

All your mail can be sent to the main College site: St Edmund Hall, Queen's Lane, Oxford OX1 4AR. Please use this address for all mail, regardless of which College building you live in.

The Porters will put personal items of mail in your pigeonhole. Never leave items of value in your pigeonhole.

Packages

Packages and recorded delivery items are kept in the Lodge for collection. Space to hold packages is limited. You will be informed when a parcel or package arrives at the Lodge and will have 24 hours in which to collect it.
Those living at any Norham property may have packages delivered to 17 Norham Gardens, Oxford OX2 6PS.

Forwarding mail

When you finish your degree and leave College, please arrange for your mail to be forwarded via Royal Mail. The Porters will forward mail to UK residents for approximately two weeks after their departure. They may also arrange a one-off forward of mail to overseas addresses when the pigeonholes are arranged for the start of the new academic year.

5.9 Domestic staff

At a glance:

- Treat all domestic staff with respect.

Our domestic staff should always be treated with respect and consideration.

If you have a complaint against a member of the domestic staff, contact the Domestic Bursar, not the staff member concerned.

If you believe that you have received exceptional service from your scout or other member of staff, you are welcome to thank them as you see fit.

5.10 No smoking

At a glance:

- No smoking, including e-smoking or vaping in all College buildings and grounds at any time.

Smoking, including e-smoking/vaping, is absolutely forbidden in all our buildings and grounds, without exception.

Anyone disregarding this ban will be subject to Decanal sanction, which could include exclusion from College accommodation. The cleaning of smoking devices is also forbidden, as the odours will affect furnishings and seep into shared environments.

Smokers should not congregate in the immediate vicinity of any entrance to College property (e.g., at the main site: the late gate, the main door, and the front door to the Principal's Lodgings).

Please avoid littering the area around the College with cigarette butts.

5.11 Living out of College

At a glance:

- Keep the College Office and the Student Self Service website updated with your contact details.
- You are not liable for Council Tax, but you will need a certificate to prove it.
- You must register yourself on the Electoral Register in order to vote.

Let us know your contact details

If you are living out of College accommodation, you are required to enter your address details through the Student Self-Service system.

You must keep this information up to date, so that the College is able to contact you in an emergency. If these details are found not to be accurate by the end of First Week of Michaelmas Term, you will incur a fine of £10, and may be referred to the Senior Dean for further sanction.

Residence requirements

All non-College accommodation must be within the limits of the University's residence requirements (i.e. within six miles of Carfax if you are an undergraduate, or 25 miles if you are a postgraduate).

All students must be in residence by noon on the Thursday of Noughth Week.

Council tax

Properties occupied by full-time students only are exempt from Council Tax. Student Status Certificates for forwarding to the City Council can be printed directly from the Student Self Service and endorsed by the College Office.

If you share the property with someone who is not a full-time student then Council tax is payable, unless that person has a visa which prevents them from taking paid employment or claiming benefits. Further details can be found on Oxford City Council's website.

Electoral Register

All students must now register themselves on the Electoral Register in order to vote. For more details, see the Electoral Commission website:

Rental agreements

Be careful when entering into agreements with landlords. Our law tutors may, in some cases, be prepared to vet any agreement that you are considering signing.

6 Undergraduate Academic Matters

6.1 Examinations

At a glance:

- You must enter yourself for all exams on eVision.
- You will receive an electronic prompt from the Academic Records Office when the entry window for your subject has opened.
- Two weeks after your entry date you can view your entry on the Student Self Service website.
- If you wish to change an option please contact the College Office; there is a £84 fee.
- If you have a medical condition which will affect your exam performance, ask for a medical certificate from the College Doctors and give it to the College Office.

In order to sit an exam, you are normally required to be a matriculated member of the University and reading for a University degree or diploma.

If you are reading for a first degree, this involves preparing for and passing the University's First Public Examinations (FPEs), known as Moderations ('Mods') or Preliminaries ('Prelims'), which are usually sat during or at the end of your first year. You will also be taking Second Public Examinations ('Schools' or 'Finals'), which, for some courses, are split into Parts, some taken before the final year.

Full details of the University's courses and exams can be found in the Examination Regulations which are available online at https://examregs.admin.ox.ac.uk/.

Examination entries

Entry for examinations is your personal responsibility. You can find out more details from the University website at: Examination entry | University of Oxford.

You must enter yourself for all exams on eVision (www.evision.ox.ac.uk).

You will receive an electronic prompt from the Academic Records Office when the entry window for your subject has opened, at which point you are expected to enter yourself for the relevant exams.

Check that you are entered correctly for all assessments through the Academic and Assessment Information page on the University's Student Self Service website approximately two weeks after the entry submission date, and notify the College Office of any errors. Any entries that are incomplete or are not in accordance with any relevant regulations will not be accepted and you will be charged a late entry fee.

Late entry or option changes

If you are submitting a late entry or changing an option, University regulations require you to apply through your College for permission. The appropriate form is available from the College Office.

Fees for late entry and changes of options are set out in the University's Examination Regulations.

Failing an examination

You are expected to pass the First Public Examination at the first attempt. If you fail, University Regulations permit you a re-sit on one further occasion, but only according to the regulations for the re-sit in that subject. Failure of your re-sit will usually result in not only going out of residence but also not being allowed to continue with the course.

Exams and health issues

If you have health or psychological problems that may have a significant effect on your exam performance, visit the College Nurse or Doctor with a view to obtaining a medical certificate. We will present the certificate to the Proctors for possible consideration by the Examiners. Retrospective certification is not permitted, so ensure that you arrange to see the College Nurse or Doctor as soon as possible. Do not, however, waste doctors' time on minor ailments which the examiners are not likely to consider.

6.2 Tutorials, classes and non-academic activities

At a glance:

- You should expect to meet with your tutor(s) at the start of each term to discuss tutorial arrangements and at the end of each term to discuss your tutorial reports and vacation work.
- Nearly all tutors communicate by email, so check your University email daily.
- Attendance at tutorials is compulsory; if you are ill, notify your tutor in advance.
- Clubs and societies should not schedule weekday events between 8.30am and 7.00pm.
- Absence during term for extra-curricular activities is not permitted.
- You should not take paid employment during term.

Timetabling and key meetings

Tutorials and tutorial classes are arranged at the beginning of each term by the Fellows or organising tutors in each subject.

Undergraduates (and, where appropriate, postgraduates) should expect to be called to see their tutors to discuss these arrangements on or before the Friday of Noughth Week, and should check their email and scan the College noticeboard by the Lodge for times of appointments. Your attendance at these meetings takes priority over all other engagements.

Most tutors tend to communicate by email in the first instance, so it is vital that you can access emails sent to your University of Oxford account and check your inbox regularly.

You will also meet with your tutor at the end of each term, and with the Principal once a year, to discuss your progress (see section 6.3). These meetings are compulsory.

Tutorial attendance

Throughout the term adequate preparation for, and attendance at, all tutorials and tutorial classes is obligatory. Your required written work must be completed punctually, presentably, and to an adequate standard. University requirements such as practical work must also be fulfilled. Failure to do so will lead to sanctions, even to sending down.

Absence from departmental classes or laboratory sessions is not acceptable without evidence of illness provided in writing by the College Nurse or Doctor. In the event of illness or other pressing reason, you should always give or send your explanation to the tutor or lab organiser concerned, in advance if possible.

Non-academic activities

If you are intending to take part in a non-academic activity that could affect the quality of your work, you must consult your tutor before committing yourself to that activity. You may be required to give up non-academic activities if your academic work is suffering.

Clubs and societies must keep in mind that the main teaching period is weekdays from 08.30 to 19.00. Exceptions to the norm may arise, particularly for subjects which employ external 'professionals' as tutors and in instances when a Fellow is on leave. As far as possible, activities should not be scheduled at these times. If that is not possible, then students must not be asked to skip timetabled academic appointments. Exceptions require permission from the subject tutor in each individual case.

You may not be absent from Oxford on the Thursday after 12.00 noon or the whole of Friday of Noughth Week, or on any weekday during First to Eighth Week inclusive, in order to participate in non-academic tours or trips (e.g. for sports).

If you intend to stand for election as JCR President, JCR Vice-President, Ball President, Oxford Student Union President, an officer of the Oxford Student Union, or any other time-consuming student office, you must discuss the matter with your tutor and confirm that, in their opinion, there will be no serious academic consequences.

The Tutor for Undergraduates, Tutor for Graduates and the Senior Dean must approve the names on the ballot before elections or appointments are confirmed. They may consult the Principal, Decanal Team, and tutors if necessary.

Employment during term

If you are an undergraduate, you should not normally take up paid employment during term. If you intend to do so, you must discuss your plans thoroughly with your tutor.

6.3 Collections

At a glance:

- Collections can be either formal academic review meetings or exams and are compulsory.
- Tutor's Collections are review meetings with your tutor(s) held at the end of every term.
- Principal's Collections are review meetings with the Principal held once a year.
- Written Collections (exams) may be set by tutors on the Friday or Saturday of Noughth Week.
- Penal Collections (exams) may be set as a result of unsatisfactory work.

What are Collections?

The term 'Collections' can refer either to formal academic review meetings (Tutor's and Principal's Collections) or to pre-term exams (Written Collections).

Tutor's Collections

At the end of each term, you will have a meeting with your tutor or tutors to review your work carried out in that period (Tutor's Collections).
Permission to be absent from these important academic meetings will rarely be given.

Undergraduates and Visiting Students can read their termly reports by logging on to the University's Tutorial Management System (TMS). Students will be informed of how to log on to TMS in 8th Week each term.

Principal's Collections

You will meet the Principal individually once every academic year with your Tutor to discuss your College experience generally. Permission to be absent from these important meetings will only be given in the most exceptional circumstances.

Written Collections

Written examinations, also called Collections, may be set by tutors on the Friday or Saturday of Noughth Week. Details of the time, place and work to be tested are usually posted on the noticeboards or emailed to students. These examinations are normally set on the previous term's work.

If you are uncertain about the subject of your Collections, consult your tutor before leaving Oxford. Permission to be absent from written Collections will only be given in the most exceptional circumstances.

Penal Collections

If an Academic Panel has judged your academic work to be unsatisfactory, you may have to sit exams known as Penal Collections (see section 6.4).

6.4 Unsatisfactory academic work

At a glance:

- Talk to your tutor(s). This may avert any formal proceedings.

Overall academic progress is monitored by our Tutorial Committee which, in the case of undergraduates, receives reports from tutors on student progress.

Talk to your tutor

It is your responsibility to proactively discuss any problems that may adversely affect your work with your tutor(s). In the great majority of cases the guidance you receive from such an initial discussion will, if followed, avert the need for any further action.

Referral to College Officers

If matters do not improve, you will be referred to the Tutor for Undergraduates, the Senior Dean, Welfare Dean or the Welfare Officer (as appropriate), who will meet with you and attempt to resolve any issues consensually (see Appendix 2 for further details).

Further measures

If the issues still cannot be resolved consensually, your subject tutor(s), in consultation with the Tutor for Undergraduates, may impose specific academic goals, including (exceptionally) the setting of pre-penal or penal collections. In such cases you will be required to attend an Academic Panel hearing convened by the Tutor for Undergraduates or a Fitness-to-Study panel in cases where significant health issues have been identified.

If you fail Penal Collections, the Academic Panel may send you down, against which you have the right of appeal to the Principal.

More information about the College procedures for dealing with unsatisfactory academic performance can be found in Appendix 2 and in the College by-laws (by-law 10.14, schedules 7, 8 and 9).

6.5 Plagiarism

At a glance:

- It is your responsibility to make sure you know what plagiarism is and to avoid it.
- Plagiarism will lead to disciplinary action and can attract extreme penalties.
- The writing of model essays for the use of others is forbidden.

Plagiarism is a serious academic offence. It is your responsibility to make sure you know what plagiarism is and to avoid it. It is not tolerated in tutorial work and can lead to disciplinary action. In Public Examinations it can attract extreme penalties, even sending down.

What is plagiarism?

The most obvious kind of plagiarism is the verbatim reproduction of another's words without clearly and explicitly acknowledging the source: as few as half a dozen 'consecutive words identical with a source' can count as plagiarism.

Paraphrasing another's words is not in itself sufficient to avoid the charge of plagiarism: this too must be clearly and explicitly acknowledged.

Practical advice is available in the study skills section of the Library, and more subject-specific advice is available in most faculty handbooks.

To find out the University's official stance on plagiarism, you are expected to read the information on the University of Oxford website.

There is an online course that provides information on academic integrity and the avoidance of plagiarism.

Model essays

The University Statutes forbid the writing of model essays which others could use in part or whole as examination material.

6.6 Awards and prizes

At a glance:

- Scholarships, Exhibitions and other prizes are awarded for outstanding work.
- Grants for academic work are advertised on the College website.

College Scholarships and Exhibitions

We may recognise praiseworthy work with the award of a College Scholarship or Exhibition. These awards are made by the Governing Body at the start of each academic year and are tenable for one year at a time.

College prizes

College prizes are awarded to undergraduates who achieve First Class results or Distinctions in Public Examinations. There are significant prizes for students who receive both a First Class degree and a University Blue. Prizes may also be awarded for consistently good work.

College grants

You can apply for College grants for academic purposes such as attendance at conferences, mapping projects, etc. Application forms are available from the College website.

Other awards

Other awards, prizes and bursaries are advertised on the College website and by email at varying times in the academic year.

Payments of awards and prizes

You will be notified if you have been awarded a prize, scholarship or grant. It will be added to your battels account in the first instance and offset against any outstanding debt, excluding where the debt is part of a payment plan. The remaining balance will be refunded to your bank account.

Please ensure you have completed the bank account form under the fees and charges section of our website.

6.7 Vacation study and vacation grants

At a glance:

- You will be expected to undertake academic work during the vacations.
- We recommend that periods of employment and/or holiday are limited to two weeks in the Short Vacations and eight weeks in the Long Vacation.
- Make sure you have access to the materials that you need before each vacation.

The undergraduate courses at Oxford are designed on the assumption that you will need to undertake a considerable amount of study during the vacations. Work set in the term will cover a substantial part of the syllabus, but by no means all of it. Both the intellectual reward of the degree course, and the attainment of satisfactory examination results, are likely to be very much dependent on your proper use of the vacations.

Vacation work can be of various kinds:

- Consolidation and expansion of the ground covered in the previous term.
- Preparation for the coming term. Written Collections (see section 6.3) will normally be set to provide a focus for vacation study. Your tutors may also require you to write extended essays or other academic exercises during the vacations.
- Depending on your course of study you may need to devote time to independent project work or participate in field work exercises, etc., during some vacations.

Vacation employment

We understand that you may need to earn money during the vacations, and that you will want to have periods of relaxation. However, it is important that a balance is struck between academic and non-academic vacation commitments.

We recommend that periods of holiday or paid employment be limited to two weeks at most in the Short Vacations and eight weeks in the Long Vacation.

Library books

Make sure you know what arrangements exist for borrowing books from the Oxford libraries for vacations.

The College Library's vacation loans run for the length of each vacation with books due back on the Monday of first week of the following term. The Library will also post books to students during the vacation on request and free of charge.

The libraries of other universities may admit Oxford undergraduates, at least during their own vacations, on the production of your University Card. Large city libraries will sometimes be well stocked with academic books, and have facilities to borrow books from other libraries if necessary.

If you are uncertain about what academic work is expected of you during a vacation, talk to your tutor before going down at the end of term.

Vacation residence and grants

Information on vacation residence & vacation grants can be found in section 5.2.

6.8 College Advisers for undergraduates

At a glance:

- Your College Adviser will oversee your academic progress and pastoral welfare.

As an undergraduate, one of your tutors will act as your College Adviser.

Your Adviser will be responsible for overseeing your academic progress and pastoral welfare.

If, for some reason, you are unable to consult your College Adviser then you can consult another tutor in your School. If there is only one tutor in your School, or you cannot consult any of the tutors in your School, then you can consult the Tutor for Undergraduates.

In the event of your College Adviser taking sabbatical leave, they will transfer the responsibility to someone appropriate, usually a colleague within the College.

6.9 Provision for undergraduates taking a year abroad

At a glance:

- Students of Modern Languages or European Law may be asked for details of their plans in the Trinity Term preceding their year abroad.
- Students on a year abroad do not receive College tuition, but do retain access to certain College resources.

If you are undertaking a year abroad, you should make sure to inform the College Office of your plans, including contact details and any formal courses you will be taking. The College Office will circulate a Year Abroad form in the Trinity Term preceding your year abroad to collect this information. During your year abroad, you will not receive College tuition and are not expected to be in residence in Oxford. However, you will retain access to certain College resources.

Your tutors and the Tutor for Undergraduates remain available for you to contact for help or advice. You should make sure to keep in touch with your tutors, particularly about preparing for your return to Oxford. Note that for certain compulsory year-abroad placements, your Faculty may have a role in briefing you on arrangements.

You are also very welcome to contact the Welfare Officer to discuss any welfare or medical support you may need. Additionally, you have access to University welfare provision including the Counselling Service.

You will retain access to the College Library. Please contact the Librarian and the Lodge if you wish to make use of this. The Library will also post books to students during your year abroad on request and free of charge. Remember that you also retain access to online resources and University libraries during this period.

You will not be allocated a pigeonhole for the academic year, so you should arrange for any mail to be redirected either to your home address or your overseas address.

The porters may forward any letters received to a UK home address, but cannot forward any parcels or mail items overseas.

You will not be batteled for JCR subs since it is anticipated that you will not have the opportunity to make use of JCR facilities.

If you do wish to make use of JCR facilities, you should contact the Finance office (fees@seh.ox.ac.uk) to arrange for payment of subs.

7 Postgraduate Academic Matters

7.1 General postgraduate matters

At a glance:

- If you are reading for a second BA, BCL, MJuris or Diploma, the information in section 6 applies to you.
- If you are studying for a second undergraduate degree and have been granted 'Senior Status', you are exempted from the First Public Examination.
- A number of postgraduate scholarships and grants are available.
- You can take up a limited amount of paid work during term time.

If you are a postgraduate reading for a second Bachelor of Arts, for the BCL, for the MJuris, or for a Diploma or any other course organised within the College, the information contained in section 6 (Undergraduate Academic Matters) applies to you.

If you are studying for a second undergraduate degree and you have been granted 'Senior Status' by the University, you are exempted from the First Public Examination (see section 6.1).

If you are a postgraduate reading for a taught course for which you must sit University Examinations, section 6.1 applies to you.

If you are reading for a higher degree (such as DPhil, MPhil, BPhil, MLitt, MSc, MSt, etc.) you will normally find that your academic work is organised by a University committee for postgraduate studies in your particular subject.

This committee will assign you a supervisor (who will not necessarily be a member of St Edmund Hall).

The supervisor will submit termly reports which will be seen both by the University committee and by the College. Unsatisfactory work will usually be dealt with in the first instance by the University committee.

Meetings and Collections

As a postgraduate student you will have a termly opportunity to meet with the Tutor for Graduates and the Senior Tutor to discuss academic progress or raise any matters of concern (whether University or College related). Collections with your College Adviser will happen each year.

Scholarships and grants

We award a number of our own postgraduate scholarships every year, and details are posted on the College website and will be distributed via email. We are also associated with several University postgraduate scholarships.

You can apply for College grants for academic purposes such as attendance at conferences, medical electives, language tuition, etc. Application forms are available from the College website.

Plagiarism

Plagiarism is an increasingly important issue for all students, and you should make sure that you are familiar with the information contained and referred to in section 6.5.

Employment during term

As a postgraduate you can take up a limited amount of paid work during term time, but you must discuss this with your supervisor or tutor beforehand.

Progress and welfare

The Tutor for Graduates is responsible for overseeing your general progress and welfare. You will be assigned a College Adviser from the Fellows who will take a closer interest in your progress and welfare, and be available for advice (see section 7.2). The decanal and welfare teams are also available to graduate students on the same terms as for undergraduates (see section 15).

Graduate seminars

On occasions the Resident Fellow in Norham Gardens and the Tutor for Graduates, in conjunction with the MCR Officers, organise seminars on topics of general interest.

These seminars provide a forum in which MCR members, SCR members and guests can discuss and present ongoing work.

The seminars are usually held after a buffet supper in College, and your attendance is strongly encouraged.

7.2 College Advisers for postgraduates

At a glance:

- Your College Adviser is available to discuss College, personal or general academic issues.

As a postgraduate, you will be allocated a College Adviser who will be responsible for overseeing your relationship with us. Your College Adviser's role is to discuss your University supervisor's reports, monitor your progress, pick up any problems and comment positively on your progress and achievements where appropriate. You can consult them on academic and non-academic matters, including any issues that you may feel unable to raise with your supervisor. Your College Adviser may contact the Tutor for Graduates if you are appearing to be having difficulties with your academic work, or they may direct you to other appropriate staff for assistance with non-academic-related difficulties.

You may discuss your academic work with your College Adviser even if they are not from your department or faculty. You should respond to meeting invitations from your College Adviser. If the proposed time is not suitable, arrange an alternative time to meet. Do not hesitate to contact your College Adviser outside your regular meetings and feel free to consult other College officers as necessary, including the Tutor for Graduates, the Senior Tutor, and the College Registrar.

Your College Adviser is not expected to perform the academic role of your University supervisor, but you can ask for their advice depending on their field of expertise and intellectual interests.
You can also seek their advice on academic-related matters such as applications for research funding, conferences, seminar attendance, publications, and career plans, etc.

It is particularly important that you consult your College Adviser if you are falling behind academically, if you have received negative term reports, or if you are facing hardships or difficulties of a personal nature that are affecting your academic work. Any matters concerning examination procedures can be discussed informally with your College Adviser.
If you want to raise matters formally, however, you should do so with the Tutor for Graduates.

Paid Work Guidelines

The University recognises that some graduate students will want to undertake a limited amount of paid work during their studies; any paid work undertaken should not adversely affect students' success in their studies or their ability to complete their course on time.

For further information about the University Policy, please visit the dedicated University of Oxford website page.

8 Visiting Students

At a glance:

- In most academic respects you are considered an undergraduate.
- You will not be required to sit University of Oxford examinations.

If you are a Visiting Student at St Edmund Hall, you will normally be following an undergraduate course. You are therefore considered as an undergraduate in most appropriate academic environments and other respects. However, as you are not reading for an Oxford University degree, you are not matriculated and do not sit University Examinations. We will monitor your progress and certify grades and credits to your home institution.

Visiting Students are subject to the same general regulations as undergraduates, including those on residence requirements (section 5.2), permission for absence (section 5.6) and academic commitments and standards (sections 6.2, 6.4 and 6.5). References to the Tutor for Undergraduates in these regulations should be understood to refer to the Tutor for Visiting Students.

Failure to comply with College regulations may be noted on your transcript. In the case of serious academic dereliction, or on receipt of evidence of serious wrong-doing, the Tutor for Visiting Students may, in consultation with your home institution, recommend to the Tutorial Committee that your Visiting Student courses should immediately cease.

Please note that permission to leave Oxford early at the end of your course will generally not be given. In exceptional circumstances where permission is granted, this will only be done at the written request of your home institution. In all cases, failure to keep full residence will be noted on your transcript, whether or not permission was given. Your transcript will be sent to your home institution or Study Abroad Institute at the end of July.

Once on-course, Visiting Students should be aware that course changes are to be avoided unless absolutely necessary.

Visiting Students should contact the Tutor for Visiting Students in the first instance, and be aware that any course changes will also need written approval from your home institution before options can be investigated with College tutors.

9 The Library

At a glance:

- You will need your University Card to operate the self-issue loan equipment.
- Staff are on duty during weekdays, but the Library is run on trust and it is expected that you will behave properly throughout opening hours.
- The Library is open 24 hours a day, 7 days a week.
- Use of the Library is restricted to College members only.

Our College Library is housed in the 12th century church of St Peter-in-the-East, one of the oldest buildings in Oxford. The church and its graveyard are still owned by the Diocese of Oxford, so you are asked to treat them both with respect.

Use of the Library is restricted to College members only. Bringing guests, including other members of the University, in to study is not allowed. Failure to respect this restriction will be considered a serious breach of Library rules.

Brief visits to view the Library are allowed but should be arranged in advance with the Librarian.

Book loans

The Library operates a self-issue automated loan system and you will need your University Card to operate it. All the books have security tags attached to them, and an alarm will sound if you leave the Library carrying a book that has not been checked out properly.

You may borrow up to 20 books at a time for a period of either a term or a vacation. All books borrowed must be returned or renewed at the end of each term and at the end of each vacation. Readers who fail to return or renew their books are liable to fines on all overdue books.

All books are the responsibility of the borrower to whom they are issued and remain so until they are checked back in. Do not borrow books on someone's else's behalf or lend books to any other person without express permission from library staff.

Lost or severely damaged books may be charged the full replacement cost. All fines will be levied against your battels at the end of term.

Requesting books

We welcome all book recommendations for the Library. Requests for purchase can be made in person or by email to library@seh.ox.ac.uk. If the book you need is on loan to another user, we can find or purchase another copy.

We also offer a Click and Collect service. Library books can be ordered online via SOLO and the Librarians will deliver these books to your pigeonhole.

Your conduct in the Library

Smoking, eating and drinking in the Library are strictly forbidden. Do not bring any food or drink into the Library, whether or not you intend to consume it there, with the exception of water in a sealed container and hot drinks in re-sealable non-disposable cups. Crumbs and spillages encourage pests which damage our collections. Prohibited items include juices, smoothies and protein drinks. Bottles of ink are also prohibited.

Mobile phones must be placed on silent mode or switched off upon entering the Library. Please step outside the Library if you need to make or receive a call.

When you have finished working in the Library, please leave desks clear for others to use. Please do not leave valuables unattended at any time. Desks will be checked every morning, and any personal belongings left unattended may be removed. The Library and the College take no responsibility for anything lost or damaged because of this process.

Limited storage is available in the south porch at the entrance to the Library. Please ensure your belongings are left with a slip showing your name and the date.

Items left in the porch without a slip or remaining at the end of term will be cleared and may be disposed of.

Repeated breach of the Library regulations will result in sanctions by the Librarian as appropriate. Staff are on duty during weekdays, but the Library is run on trust and it is expected that you will behave properly throughout opening hours.

Opening times

The Library is open 24 hours a day, 7 days a week, except Christmas Day. Any further closures will be advertised in advance.

Internet access in the Library

Wireless internet access is available throughout the Library. There are five PCs and a networked photocopier in the Library Tower. Six freestanding monitors are available for use with laptops.

College rules and regulations for computer use must be upheld (see section 10).

10 Computing Facilities

At a glance:

- Check your University email regularly.
- All computers connected to the University network must have antivirus software installed.
- Downloading or sharing of copyright material is prohibited. You will be caught and fined.

University email account

As a student at the College, you will be issued with a University email account when you first come up to Oxford. You are expected to follow the University's requirements around the use of your email account.

Check your University email account regularly, preferably daily, for messages relating to your studies. Information on setting up a range of e-mail clients for your computer or mobile device can be obtained from the IT Office: help@seh.ox.ac.uk.

College IT facilities

We provide excellent IT facilities free of charge for all students (excluding printing/photocopying, which is charged to your battels). There are a number of areas with communal-use facilities:

The JCR computer room (JCR CR) located in Besse 1.20, offers computers, colour printing, scanning and copy facilities. All the PCs have Microsoft Office, internet browsers and various other software packages installed. Additional software can be added on request.

The College Library has a number of computers located at various points and a colour photocopier in the tower.

Printing charges are currently 9p/page for A4 mono, 21p/page for A4 colour (the same applies to photocopying in the JCR). You can print from your own computer by visiting http://printing.seh.ox.ac.uk.

Wireless networks

You can connect your laptop or mobile Internet device to the College WiFi at most locations around the site. Ethernet ports are available in all computer labs and bedrooms. Wireless Ethernet (WiFi) connections are available in all student rooms on and off-site. The wireless signal strength may vary.

IT Support

The College IT Office can offer support with various computer-related problems. Please contact the IT Office by e-mailing help@seh.ox.ac.uk. Normal working hours for the IT Office are (Mon-Fri 8am-4pm).

Bring your own computer

You are strongly encouraged to bring your own computers and/or laptops to College, and help will be provided by our IT officers to connect them to the College and University networks.

Antivirus software

The installation and regular updating of anti-virus software on your own computers is compulsory. Sophos anti-virus software is available to download free from IT Services.

Personal wireless routers

The use of private wireless routers is strictly prohibited.

Oxford University IT Services

Oxford University IT Services offers facilities, training, and advice to members of the University in all aspects of academic computing.

Rules and regulations for computer use

The University rules for computer use are available online and in the University Student Handbook.

Failure to obey the rules or to follow agreed procedures will result in the loss of access to all IT facilities and/or a handling charge levied by IT Services, plus a fine by the Senior Dean.

St Edmund Hall upholds its students' rights to freedom of expression and confidentiality. However,

the College reserves the right to monitor the usage of IT facilities in order to ensure compliance with its Information Security Policy. For further information, see the College's Information Security Policy.

Downloading or sharing copyright material

The provision of computing and email facilities by the College is not to be taken as indicating that it will condone any breach of copyright and Criminal Law in respect of the unlawful copying, using, storage or disseminating of material or information.

If you download copyright material not supplied by the owner, or share such material with others, you will be caught and charged. The current charge is £50 + VAT from Oxford University IT Services, plus a £50 handling fee for time spent by our staff checking the relevant hardware and reinstating the suspended account.

Abuse of IT facilities

Inappropriate use of IT facilities – including the posting of abusive material on websites or via social media or sending of abusive emails (see section 15.11) – will incur decanal sanction.

11 The Chapel and Faith at SEH

At a glance:

- The Chapel is open for prayer or quiet reflection Monday to Friday (8am-6:30pm).
- People of any faith or none are welcome to attend Chapel services.

The Chapel is in the Front Quad and is open Monday to Friday (8am-6:30pm) during Full Term. At other times, please ask at the Porters' Lodge for a key.

All College members, of any faith or none, are welcome to attend Chapel services. You are encouraged to bring guests or visitors, particularly to Choral Evensong before Formal Hall on Sundays.

Other services in the Anglican tradition normally take place during the week in Full Term, along with other activities. A Roman Catholic Mass is usually held in Chapel once a term. Times, details, and the full Chapel programme are on the Chapel Card, copies of which are available in the Lodge and Chapel. It is also published on the Chapel page of the College website.

Links to information about a range of faith groups and prayers spaces at Oxford may be found there as well. A multi-faith prayer room is situated within the Welfare Room on Staircase 2.

Students seeking adjustments to academic work owing to religion or belief should contact the College Office (college.office@seh.ox.ac.uk).

Special services and events in Chapel can be arranged with the agreement of the Chaplain, The Venerable Dr Lyndon Drake: from baptisms and weddings to interfaith meetings, concerts and reading groups.

The Chaplain is happy to be contacted on any personal, pastoral, or religious matters via email (lyndon.drake@seh.ox.ac.uk) and is available by appointment, as well as on site throughout the week.

12 Fees and Charges

12.1 Fees and charges summary

At a glance:

- Your University and College fees are collected through your battels, which are payable to the College.
- You must pay your start of term battels statement in full by the Friday of First Week unless you have made prior arrangements.

Battels

All students studying for a degree at Oxford pay a variety of fees, which we collect through invoices called battels.

Depending on your circumstances your battels can include:

- University Course fees
- College Continuation Fees (for graduates out of fee liability)
- Rent charges for the coming term
- Termly meals prepayment
- Vacation rent charges
- Battels prepayment deposit
- Standard termly charges (including JCR or MCR subscription fees and other charges)
- Printing or library charges
- Fines

For more details of each fee, see section 12.2.

If you are a Visiting Student, many of these charges may not apply to you as you are likely to have paid all tuition, accommodation and meal charges before arriving in Oxford.

Battels statements

During Noughth Week at the start of every Full term you will receive a battels statement to your College email account detailing all of your fees. You will also receive a final statement during Eleventh Week of Trinity Term if there are any outstanding debits or credits to be dealt with.

Payment deadline

You must pay your start of term battels statement **in full** by the Friday of First Week unless you have made prior arrangements with the College Accountant or the Deputy Accountant. All outstanding balances must be paid by the end of Twelfth Week of Trinity Term.

Non-payment of battels

If you do not pay your battels account by the due date, you will incur an automatic administration fee of £25 unless prior agreement has been obtained. You will also have to pay a weekly surcharge which will be levied from the due date until the balance is cleared. The surcharge will be calculated at 3.0% above the Bank of England base rate on the outstanding balance.

If you have a query on a battels charge contact the finance office on fees@seh.ox.ac.uk but pay **all other charges on your invoice** to prevent the administration charge being levied.

If you have not paid your battels you may not be allowed back into residence for the next term. If you are living out and have not paid, you will risk the withdrawal of your place at the College, which will put your continued study in Oxford at serious risk.

If your University fees are still outstanding after the Friday of First Week, we are required to inform the University as part of the formal suspension procedure. Therefore, if you are a self-funded student, we recommend that you pay your tuition fees as early as possible.

Financial help

Details of financial help with your fees and charges can be found in section 14.

Battels enquiries

Contact the Finance Office if you have any queries regarding your battels. (fees@seh.ox.ac.uk).

Battels Refunds

There are occasions during your course when your Battels may end up in a credit balance i.e we owe you money.

Examples of this include if you receive a prize or award, or at the end of your course when deposits you have previously paid are due back to you.

In order to enable us to make Battels refunds please ensure you have completed the bank account form under the fees and charges section of the College website.

Credit balances we have been unable to refund will be written off three years after completion of your course.

12.2 Your fees and charges in more detail

At a glance:

- This section details the fees and charges contained in your battels.

Annual Course Fees

You will be batteled for your course fee each year before coming into residence, unless you provide us with evidence that you have obtained a tuition fee loan from Student Finance or that your fee is being paid by an external funding provider.

If you are funded by an external funding provider, we will invoice them directly instead. A copy of your Student Finance notification must be with us by **11 September 2026.**

Information on current fee rates, including an interactive tuition-fee calculator, is available from the University website. We collect your course fees through your battels and pass them on to the University.

Payment of the course fee must reach our bank account no later than Friday of First Week in Michaelmas Term. Further details on course fees are available from the University website.

Continuation Charges and Composition Fees (postgraduates)

Any postgraduate continuing to work for a research degree beyond the end of the period of fee liability and who remains registered as a postgraduate research student, shall pay Continuation Charges for each subsequent term, up to and including the term in which the thesis is submitted. A postgraduate whose thesis is referred back shall pay no further University Composition Fee, Course Fee or Continuation Charges but shall pay a re-submission fee. The University Continuation Charge has been set at £656 per term. For 2026-27 the College Continuation Charge is 25% of the University Continuation Charge (£164 per term). Please note that if your Division applies a fee waiver for the University Continuation Fee, this does not also apply to the College Continuation Fee.

Termly accommodation fees

Your accommodation charges include heating, lighting, water and cleaning, but not meals, unless you are in a graduate College Flat.

If you are an undergraduate living in College accommodation, you will be charged termly at the daily rate of £31.92, according to your licence length. If you stay in your College room during the vacations, you are charged for the extra days at the same daily rate. A standard licence length for undergraduates is 63 nights per term, which runs from the Saturday of -1st Week to the Saturday of 8th Week.

If you are a fourth-year undergraduate living at NSE you will have the option to take either a termly licence as above, at the same daily rate of £31.92, or a 39-week licence (see below) at the daily rate of £28.19.

If you are a postgraduate living in College accommodation you will be charged termly for a 39-week continuous lease which runs from Saturday of Noughth Week in Michaelmas term, unless you are in a College flat. This is charged at one of three daily rates depending on the pre-assigned room grade - Grade A £29.75, Grade B £28.19 or Grade C £26.02.

The College has a limited number of flats for graduate students, these are rented on an 11-month licence with rent payable monthly, and utilities are charged on top. Rent is charged at £1,225 per month plus £80 per month for utilities.

Vacation room charges

If you stay in College accommodation during part or all of the vacations, you will be charged on a nightly basis.

After the end of term, charges will be levied nightly until your date of departure.

Meal Charges during term

Servery breakfast, brunch, lunch and dinner is charged on a Pay As You Go basis. A Formal Hall costs £21.75 and £26.50 for any guests.
At the beginning of each term the College will automatically pre-pay an amount onto your meal account. This amount can be used to pay for any meals provided by the College in the hall. The amounts prepaid are detailed below.

Residents at the main College site (Queen's Lane):
£405.00

Residents at other College accommodation (including University Graduate accommodation secured by St Edmund Hall):
£150.00

Students living out of College accommodation:
£50.00

For all charges there will be no refunds at the end of each term, but balances will be rolled over at the end of Michaelmas & Hilary terms with any unused balance written off at the end of Ninth Week Trinity term.

Visiting students will have their cards preloaded at the start of their course but there is no refund for any unused credit.

Graduate Room Reservation Deposit

Once you have been assigned a room, we will ask you to pay a £250 reservation fee. This deposit will be refunded to you as a credit against your Michaelmas Term accommodation on your first battels invoice of the year.

Battels prepayment deposit (all students)

A prepayment charge of £200 will be included on your first term's battels regardless of whether or not you live in College accommodation. This is held as a deposit until your final battels statement in your final year of your course (issued after the end of your final term), when it is refunded against any charges that you have incurred during the final term.

Standard termly charges

These miscellaneous payments are listed below. They are charged to your battels at the beginning of term unless you choose to opt out by contacting the Finance Department.

Other ad hoc charges such as printing charges and fines for late return of books and keys will be added to your battels as and when they arise during the academic year.

Standard termly charges, collected on behalf of the JCR / MCR

Charge	Termly amount	Student type	Optional
MCR Membership Fee	£15.00	Postgraduates	No
JCR Membership Fee	£13.00	Undergraduates	No
MCR Academic Endeavours Grant	£5.50	Postgraduates	Yes
MCR Oxford Students Refugee Campaign	£4.00	Postgraduates	Yes
JCR Coffee	£7.00	Undergraduates	No
Picture Fund	£1.00	Undergraduates, postgraduates	Yes
JCR Charity Fund	£5.00	Undergraduates	Yes
JCR Charity Donation for Oxford Mutual Aid	£1.00	Undergraduates	Yes
MCR Charity Fund	£5.00	Postgraduates	Yes
Entz Fund	£4.00	Undergraduates	Yes
Reach Oxford Scholarship Fund	£6.00	Undergraduates, postgraduates	Yes
One-off charge on the last term of your course:			
St Edmund Hall Association	£24.00	Undergraduates, postgraduates	Yes

12.3 Payment options

At a glance:

- You can pay your battels, directly to our bank account, by credit card or by post.

You can pay your battels in several ways:

- Direct to our bank account.
- Card payment via the Finance Office.
- TransferMate for international payments.
- By cheque.

Direct to our bank account

Account Name:	St Edmund Hall Battels Account
Bank Name:	NatWest
Bank Address:	43 Cornmarket Street, Oxford, OX1 3HA
Sort Code:	60-70-03
Account Number:	08433526
BIC Code:	NWBK GB 2L
Swift Code:	NWBKGB2104C
IBAN:	GB45 NWBK 60700308 4335 26

Please check that the remittance shows the full name of the student that the payment refers to. Make your payment in £ sterling and ensure it covers all bank charges.

International Bank Transfer

We have partnered with foreign exchange company TransferMate to allow international students to make payments by sending us secure bank transfers in their own local currency.

Please note that the exchange rate should be very competitive, but we strongly recommend you compare the rate quoted with other providers.

Further details on payment options can be found on our website.

Card Payments

The College accepts most types of cards, and payments can be made in the Finance Office.

By cheque

Please make your cheque payable to 'St Edmund Hall Battels Account' and send it to:

The Deputy Accountant, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

13 Meals

At a glance:

- You will need your University Card to 'pay' for meals in the Dining Hall.
- A Meals prepayment is automatically loaded onto your card before the start of term and paid for through your battels payment.
- Additional credit can be added to your meals account. We are currently updating our online payment system, and online top-ups will be available once the new system is live (expected mid-August 2026).

Breakfast

Breakfast is a continuous self-service meal, available in the Wolfson Hall in Full Term from 8.15am to 9.30am on weekdays.

Lunch

Lunch is a continuous self-service meal, available in the Wolfson Hall in Full Term from 12.15pm to 1.30pm on weekdays.

Brunch is served on Saturdays and Sundays. The period from **noon to 12.15pm** is for staff only.

Brunch

No breakfast or lunch is served on Saturdays or Sundays. Instead, 'Brunch' is served between 10.30am and 12.45pm.

Dinner

Dinner is an informal self-service meal available in the Wolfson Hall in Full Term from 6pm to 7.15pm on Mondays to Saturdays. On Formal Hall evenings, the informal meal is available only from 5.30pm to 6.30pm and a formal meal (Formal Hall) is served at 7.25pm. On Sundays there is a Black tie Formal only at 7.25pm.

Guests at Meals

During Weeks 1 to 8 of term, students are permitted to bring guests to breakfast, lunch or dinner. Outside of these times no guests will be permitted.

On certain nights, when we offer an enhanced menu or space is limited, there may be no availability for guests. Signs to this effect will be displayed at the entrance to the servery.

Formal Hall

This is a formal meal served on Thursdays and Sundays during Full Term. A Formal Hall includes an enhanced menu and wine. Students are permitted to bring up to three guests to Thursday Formal Hall and two to Sunday (subject to availability).

It is essential to arrive on time: last admittance will be at 7.25pm. The dress code at Formal Hall is (as the name suggests) formal: gowns must be worn by members of the College, and behaviour during the meal should at all times be considerate, courteous, and respectful of others.

You are not permitted to enter the Wolfson Hall with your own alcoholic drink, either before the meal or at any time during it.
Students and their guests should stand in silence when Fellows and their guests enter the Wolfson, and wait for the grace to be said. Do not consume anything until after the grace.

The event ends after the third course when the Principal (or the Senior Fellow present) says the final grace. Fellows and their guests will leave first. Students will not normally be allowed to leave the meal before it ends; they should not move around the Wolfson during the meal, and especially not when the staff are serving.

Children under the age of 16 are not permitted to attend any formal dinner in College.

Domus dinners

Domus (literally meaning 'home') dinners are free of charge. If you accept an invitation, however, from the College to a domus dinner (e.g. the St Edmund dinner), and do not attend without previously informing the Bursary by midday on the day of the event, a charge equivalent to the cost of a Formal Hall will be added to your battels account.

Vegetarian/Vegan food

Vegetarian/Vegan options are available at all meals.

Halal food

We are committed to offering Halal meal options whenever possible. Here is how our current provision works:

- Breakfast – Halal Chicken Sausages are available every day.
- Lunch and dinner – We can prepare Halal chicken breast. To make a request, please email butlers@seh.ox.ac.uk by **5pm the day before for lunch**, and by **12pm on the day for dinner**.
- Formal Halls – To make a request, ***select 'Halal' as a dietary requirement on the booking form***. We shall match the protein stated on the menu and prepare it using Halal meat.

Food allergies

Every care is taken by the Kitchen to accommodate specific allergen requirements and to minimise the risk of cross-contamination. Allergens are clearly identified and checked by members of staff, with separate cooking arrangements used where appropriate.

A dedicated fryer is used for foods that contain none of the 14 Allergens. However, as food is prepared in a shared kitchen environment, we cannot guarantee that any dish will be completely free from traces of allergens.

Please tell us if you have any food allergies by completing the form on the website, and ensure that this information is kept up to date.

If you have been prescribed an adrenaline auto-injector (such as an EpiPen), you should carry it with you. The College does not hold emergency adrenaline auto-injectors for general use.

For further information on how St Edmund Hall manages food allergies, please contact the Director of Catering at sam.white@seh.ox.ac.uk.

Meals during vacations

In vacations the availability and times of meals for all students are affected by conferences; details of arrangements are posted in advance in the Wolfson Hall.

Plated food

You must not take plated food from the Wolfson Hall or Pontigny Room to be consumed elsewhere. Property belonging to the Wolfson Hall (e.g., trays, plates, cups, cutlery) should not be removed.

Minimum payments for meals

In the interests of fairness to all members of the College, you will automatically be charged a prepayment to your meals account for each term, even if you choose not to eat College meals.

This has been recognised by students as the most acceptable way to levy what would otherwise become a kitchen charge, thus benefiting those who use the dining and breakfast facilities most.

Payment for meals

Payment for all your meals is via your University Card, which you must present at the Wolfson Hall servery payment point after selecting your food. Your University Card will be preloaded each term. For details see section 12.2.

Topping up your card

We are currently updating our online meals payment system. Online top-ups will be available once the new system is live.

Further information, including instructions for accessing the online system, will be published once the new service is available (expected mid-August 2026).

14 Financial Assistance

At a glance:

- Tuition fee loans are not the only financial help you can receive. A variety of loans, bursaries and allowances are available through the College, the Government and the University.
- Financial assistance offered by the College and the University may help you avoid having to withdraw from your course for financial reasons.

Financial assistance to support your studies at Oxford may be available through:

- Tuition fee loans
- Maintenance loans
- Disabled Student's Allowance (DSA)
- Bursaries
- Financial Assistance funds
- Care experienced and estranged funding
- Scholarships, prizes and academic grants
- Language grants for postgraduates.

We advise you check the Fees and Funding section of the University website for the latest information on how to apply for University assistance with financial hardship.

UK Government Support

If you are a UK student undertaking your first undergraduate degree, you may be eligible to access support from the UK government towards the costs of studying at Oxford. What you are eligible to claim will depend on whether you are a UK or EU student, when you started your course, and on your household

income. Further information can be found at Government Support | Oxford University.

If you are a UK student undertaking a Masters course a Masters loan may be available to you. Further information can be found at Master's Loans | Oxford University.

If you are a UK student undertaking a Doctoral course a Doctoral loan may be available to you. Further information can be found at Doctoral Loans | Oxford University.

US and Canadian loans

If you are a US or Canadian citizen, you may be able to take out a loan to meet your costs of study. Further information can be found at US Federal Loans | Oxford University.

Disabled Student's Allowance (DSA)

If you have a disability you may be able to apply for a Disabled Student's Allowance. Further details are available here: Disability Advisory Service | Oxford University.

Undergraduate Bursaries

Home undergraduates from lower income households who have applied to their regional funding agency, may be eligible for the Universities financial support package. Visit the fees and funding University page for more details of this funding package.

Financial Assistance funds

Although financial hardship is a common difficulty, you are expected to have sufficient funds to cover your living expenses for the first year. The Deputy Accountant is the College point of contact for any financial assistance queries or applications. Anything discussed with her is strictly confidential. She is based in the Finance office.

College Financial Assistance Fund

The College Financial Assistance Fund is administered by the College Financial Assistance Committee, which comprises the Principal, Finance Bursar, Domestic Bursar, Tutor for Undergraduates and Tutor for Graduates.

Further information can be found here, including the application deadlines and qualifying criteria. We recommend you contact the Deputy Accountant (fees@seh.ox.ac.uk) to discuss your application first.

Oxford Assistance Fund

Oxford Financial Assistance is provided by the University to help qualifying students who experience unexpected and unforeseen financial difficulties.

You must demonstrate that something has occurred that you did not and could not foresee. Therefore, your original budget, as per your financial guarantee, is no longer valid.

You must also demonstrate that you have insufficient funds to cope with the unexpected change. The deadline for applications and maximum amount you can apply for, varies according to your fee status. A University committee will make the decision and allocate grants, loans, or a combination of both. Awards at a higher level will usually be a combination of a grant and a loan.

Contact fees@seh.ox.ac.uk to discuss your application and you will then receive a link to the application form.

Strict confidentiality is maintained in all cases. Further information may be found on the University website: Financial assistance and support | Oxford University.

Care-experienced and Estranged student bursaries

Targeted support for full time, home fee undergraduates is provided by the University for care-experienced and estranged students.

Awards of up to £3,500 are available and applications will be considered by a University Committee throughout the year.
Further information can be found at Care Experienced and Estranged Student Bursary | Oxford University.

Student Support Bursary

The SSF aims to help UK first degree undergraduates who started their course in 2020/21 or later.

A non-repayable bursary of between £50 and £750 is available for a range of circumstances. Further information can be found at Student Support Bursary | Oxford University.

Scholarships, prizes and academic grants

The College awards nearly 150 scholarships, awards and prizes each year, plus additional bursaries and grants. Some of these are awarded on the basis of academic merit after consideration of a highly competitive field. Others are aimed more at students who have financial needs, or who wish to undertake a particular intellectual or cultural project. For more details visit the prizes and funding page on the College website.

15 Decanal Matters

15.1 Health

At a glance:

- Register with a College doctor during your first week of residence.
- If you are ill, tell the Nurse and your tutors.
- The College Surgery can be found on the first floor of Staircase VI.
- If you become seriously unwell there are College procedures to enable suspension of studies.

Doctors

All students are expected to register with a doctor in Oxford during their first week of residence. We are associated with a National Health Service group practice at the Summertown Health Centre (www.campusdoctor.co.uk/oxford) in North Oxford, OX2 7BS, where Dr Matthew Cheetham and Dr Lorna Monteith act as our College Doctors. We strongly recommend registration with the College Doctors in preference to any other. After registering you can consult them or any of their colleagues (who include both male and female doctors) at the practice.

Drs Cheetham and Monteith hold surgeries at the Queen's Lane site on Tuesday mornings from week 1-8 of term. To book an appointment please visit this link: http://wellbeing.seh.ox.ac.uk/

The College Doctors are bound by normal rules of medical confidentiality, and will not divulge any information about you to College Officers without your consent. However, they may discuss your care with the College Nurse on a confidential basis; please contact the College Doctors if you have particular concerns about this.

If you want to register with an alternative doctor, check that they are willing to visit you in your College accommodation if necessary; you must also inform the College Office and the College Nurse of the doctor's name, address and telephone number by the end of your first week of residence.

College Nurse

For all Nurse consultations, please book via: http://wellbeing.seh.ox.ac.uk/. The College Nurse & Welfare Dean's appointment availability can be found on the website: Health & Welfare | St Edmund Hall.

If you need to contact the College Nurse & Welfare Dean, please email: nurse@seh.ox.ac.uk.

If you are ill

If you are confined to bed through illness, the College Nurse can visit you – you should email the Nurse directly or inform either the Junior (Discipline) Dean or appropriate Assistant Junior Dean, who will pass a message on to the Nurse. Your tutors must also be informed if your academic work and appointments are disrupted. On recovery you should again inform the Nurse.

If you are unfit to study

If you have health or other issues that seriously compromise your capacity to pursue your studies, a period out of residence and away from your studies may be necessary, either for a short period, for one academic term, or longer.

Fitness to study, as defined by the University, includes your ability to meet the reasonable social and behavioural requirements of a student member (whether resident in College or not) without your physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon your health, safety and/or welfare and/or that of other students and/or University or College staff (not withstanding adjustments required by law).

In an acute situation, the Senior Dean may enact a temporary suspension. We will only enact a longer period of suspension on fitness to study grounds following scrutiny of your situation as set out in detail in the by-laws (by-law 10.14, schedule 9).

The need to suspend on fitness to study grounds is not common. When the need to suspend is evident to all parties and agreement is easy to reach, the College aims to deal with cases as simply and pragmatically as possible. However, some cases present more complex circumstances. Therefore by-law 10.14, schedule 9, makes provision for cases to be referred to a fitness to study panel convened within the College. At any stage, the option also exists for us to refer the matter to the University's fitness to study procedures (University Statute XIII, part B).

Official confirmation of decisions regarding suspension on fitness to study grounds will be made in writing by a relevant College Officer and will be communicated to you by the College Registrar. In such circumstances you will be given clear guidance regarding the extent and means of any interim arrangements for contact with us or our members, and regarding access to College facilities, etc. Such suspensions may be subject to review based on your changing circumstances, and on appropriate fitness to study evidence being made available to us.

Our fitness to study and suspension of studies rules are set out in detail in by-law 10.14, schedule 9. As these rules are drafted to cover diverse circumstances, they are necessarily rather wordy. If you need advice on interpreting the provisions you may contact the College Registrar, Senior Dean, or Tutor for Undergraduates / Graduates (as appropriate) who will be able to discuss all options with you.

Meningitis

Meningitis is a rare, but frequently deadly, disease which can strike anyone at any time but, next to children, the group most at risk is young adults. Early symptoms may be similar to those you get with 'flu or a hangover, such as feeling feverish, vomiting, severe headache, stiff neck, back and joint pains.
If you get a rash of tiny red bruises that do not fade under pressure, a severe dislike of light, or disorientation, get medical help urgently.
For further information, see Medical Emergencies | Oxford University or www.meningitisnow.org.

Dental treatment

Students are advised to either search for a private Dentist or contact the College Nurse for information regarding an NHS Dentist. NHS dental treatment is not always free of charge, and you will probably need to apply for an exemption certificate.

Defibrillator

A defibrillator is available for emergency use. It is stored at the Porters' Lodge, and all porters plus the College Nurse are trained in its use. Annual training is given to staff, and interested students are invited to attend.

15.2 Personal problems and welfare

At a glance:

- Your welfare matters to us.
- Information you give us will be treated in confidence, according to our policy.
- The Decanal Team and the Welfare Officers provide first points of contact.
- We have a peer supporter network.

Your welfare is of the utmost importance to us. If you are stressed, anxious or depressed about any issue, academic or otherwise, there are many people in College who you can turn to for advice.
Other people's experience can often help to solve, or at least provide a way of living with, problems that seem intractable when kept to yourself.

If you are worried about a friend or other member of College, or feel that someone else ought to know about their problems, do not hesitate to talk about it to one of the people named in this section.

Confidentiality

In all cases, you have the assurance that any information you give will be treated in accordance with the University's policy on confidentiality in student health and welfare (see Appendix 3).

The Decanal team

The Senior Dean, Junior (Discipline) Dean and Assistant Junior Deans, provide first points of call (alongside the Welfare Team) if you have welfare concerns. The Senior Dean has overall responsibility for welfare and decanal matters within the College, with day-to-day responsibilities delegated to the Junior (Discipline) Dean and Welfare Dean as appropriate.

The Assistant Junior Deans at Queen's Lane, NSE, WRM and Tamesis are students themselves or have recently completed their doctorates, live on site and are therefore readily available to help. It is easiest to organise a chat with the decanal team through email, details of which can be found on page 2.

If more urgent contact is desired, students should call the Lodge and ask to speak with the Junior (Discipline) Dean or the on-call Assistant Junior Dean. Please do not knock on the doors of the private residences of decanal staff members.

Welfare Team

Clare Woolcott (also the College Nurse and Welfare Dean) and Jane Armstrong are experienced listeners and available to discuss any personal concerns – welfare@seh.ox.ac.uk

College counsellor

The College Counsellor is Beenish Chaudhry who is here to help you gain understanding and insight into any difficulties you may be experiencing, to develop emotional resilience and put into effect real change, enabling you to fulfil your academic and personal potential. Students should email him at counsellor@seh.ox.ac.uk to book an appointment.

Peer supporters

You may prefer to talk to someone who has no official role. Various members of the College act as peer supporters and will listen to any problem in complete confidence, offering support and advice if appropriate.

The names of the peer supporters, how they can be contacted and times when they will be available are displayed on the Welfare noticeboard in the Lodge and in other locations around College.

The University Counselling Service

The University has a professionally-staffed, confidential Counselling Service for assistance with personal, emotional, social and academic problems. For more details see Counselling and Mental Health | Oxford University.

All students of the University can use the service without charge. Information is not divulged to colleges or parents without prior permission.

The service can also act as a bridge to other therapeutic facilities where appropriate. Appointments may be made by telephone (01865

270300), by a personal visit to 3 Worcester Street, or by email to counselling@admin.ox.ac.uk.

The Counselling Service is open Monday to Friday during term (Noughth to Ninth weeks), 9am to 5pm. For pre-arranged appointments, the service remains open Monday-Thursday until 8.00pm. The service is closed for short periods at Christmas and Easter.

The University's Sexual Harassment and Violence Support Service is also available to students. To contact the Service, please email supportservice@admin.ox.ac.uk.

Nightline

Nightline is a listening and information service run by students for students. It is there to provide a sympathetic listener to share any problem, no matter how large or small.

You can phone (reverse charges accepted) or call in for a coffee and a chat to the Nightline Centre at 16 Wellington Square (01865 270270), which is open from 8pm until 8am every night during term. There are always two people in the office, one male and one female. Strict confidentiality is assured.

Oxford Samaritans

Oxford Samaritans are a group of volunteers who offer a 24-hour confidential listening service if you are lonely, despairing or suicidal.

Call 116 123 or 0330 094 5717 at any time, or visit 60 Magdalen Road between 8am and 10pm. Samaritans also listen to concerns about the welfare of others who may be distressed or suicidal, and may discreetly offer befriending to that person.

AIDS and other sexually-transmitted diseases

If you are anxious about AIDS or other sexually-transmitted diseases, you can consult the College doctors or their colleagues, or telephone the Health Advisors of the Harrison Clinic at the Churchill Hospital (01865 231231) who are always available to talk or to answer questions. Alternatively you can call the Terrence Higgins Trust on 0808 802 1221.

Other sources of help

Safe Haven is for anyone experiencing a mental health crisis. Safe Haven offer a safe space where you can speak to a trained mental health support worker from 6pm-10pm 7 days per week. You can telephone 01865 903037 or visit their website to self-refer.

Togetherall is a free online mental health support service available 24/7. To register, visit the Togetherall website.

15.3 Disabilities

At a glance:

- The Domestic Bursar is the Disability Lead, and you are encouraged to notify them of any disabilities which may affect your academic study or your life at Oxford.

We maintain a register of students with disabilities (e.g. dyslexia, dyspraxia, blindness, hearing impairment, mobility difficulties, autism or autistic spectrum disorder, mental health difficulties, diabetes or epilepsy).

The contents of the register are confidential, but it is intended to facilitate student welfare and education, including the possibility of special arrangements at examinations.

The Domestic Bursar, as Disability Lead, has overall responsibility for the coordination of disability support, and you are encouraged to notify them of any disabilities which may affect your life at Oxford. If you have any disabilities that affect your academic study, you should contact the Disability Coordinator, Melody Njoki (also the College Registrar). It is important to do so as early as possible, as assessment and the making of special provisions can take some time.

If you have an assistance animal please refer to the University's policy on assistance animals in the first instance.

Where a disability appears to have purely academic implications the Domestic Bursar will delegate the College Office to make the appropriate arrangements.

The University also has a dedicated Disability Advisory Service (DAS) who can advise on special facilities and possible financial assistance.

15.4 Acceptable behaviour

At a glance:

- If you break College rules and regulations, you may be fined.
- Fines for minor offences will normally be in the range of £30 to £50.
- Costs, e.g., repairing damage to rooms, may also be levied.
- You are expected to come forward to accept responsibility if you have caused damage, disturbance or offence, or broken College rules or regulations.

Our College is an academic community and we believe our purposes are best served by individual freedom and individual responsibility. Nevertheless, in a densely populated site such as our own, some constraints are necessary. Some time ago, the Governing Body, the JCR and the MCR agreed the following joint statement:

'We consider it of paramount importance that all members of our community should feel comfortable and secure on any of our residential sites. This requires reasonable standards of behaviour, including consideration towards one another and the non-academic staff of the College. Intrusion upon others' privacy in any way is a serious attack on the harmony of our life here. In particular we wish to outlaw: acts constituting insulting behaviour; physical or verbal abuse; drunk and disorderly behaviour; intimidation in general, sexual harassment in particular, and victimisation of any individual on whatever grounds.'

'The Governing Body will offer its strongest support to anyone afflicted by, or drawing attention to, acts of the above kind. Advice and support may be sought from any of the Peer Supporters or any senior member of the College, as from any officer of the Junior and Middle Common Rooms. We hope that people concerned about behaviour in College will not hesitate to communicate their distress, whether or not they wish to make a formal complaint or are willing to name offenders.' 'We believe that the above code of behaviour is reasonable and will have the support of the overwhelming majority of the College.'

We aim to enforce only such regulations, within the law, as are necessary to keep the College a secure, safe and pleasant environment in which all its members may live and study without undue disturbance. The Senior Dean and Junior (Discipline) Dean prefer to do this informally in the first instance, relying on your goodwill, but some formal regulations and procedures are desirable, firstly to inform you in more detail of the sorts of behaviour which do cause concern, and secondly to act as a reference point for stronger disciplinary action if this becomes necessary. However, the existence of regulations should not be taken to imply that any behaviour not explicitly ruled out by them is acceptable.

It has been a traditional element of College life that the JCR and MCR, both as a body and as individuals, co-operate with the Senior Dean and Junior (Discipline) Dean in maintaining the quality of life for all in College. The Senior Dean and Junior (Discipline) Dean are not detectives, and decanal powers of investigation are limited. If therefore you realise that you have caused damage, disturbance or offence, or broken College rules or regulations, you are expected to come forward to accept responsibility. The decanal team is likely to take account of your honesty when deciding on any penalties or repercussions.

Fines

If you break College rules and regulations you may be fined. Fines for minor offences will normally be in the range of £30 to £50. Costs, e.g. repairing damage to rooms, may also be taken into account and charged to your battels account. Repeat offences are likely to attract significantly larger fines and the prospect of further sanctions. A student's ability to take responsibility for their actions and their honesty will be taken into consideration when determining both fines and sanctions.

Representing the College

Similar standards of acceptable behaviour are expected from all students outside the confines of the College. If your behaviour fails to meet these standards, you will be taken to have brought the College into disrepute, and will be subject to decanal sanction.

In particular, the breach of any other College's disciplinary rules will be considered as a breach of St Edmund Hall rules. Unacceptable behaviour that results from large social gatherings of students will be viewed particularly seriously.

Any activity carried out which links you to St Edmund Hall has a potential impact on the reputation of the College. In particular, any material posted on websites, blogs, etc., or in relation to charitable or commercial activities, which links you to the College should be carefully worded, and in keeping with the law and accepted standards of taste and decency. Failure to comply may lead to decanal sanction for bringing the College into disrepute.

15.5 Music and Noise

At a glance:

- Do not play loud music of any description outside Music Hours.
- If you are uncertain whether noise from your room disturbs your neighbours or those in rooms above or below you, ask them.
- The College should be quiet after 11pm and silent after midnight (on Saturdays, quiet after 11.45pm and silent after 12.30am) until 6.00am.

It is essential that noise in College accommodation is kept to a minimum at all times. Our aim is that it should always be possible for you to work in your own room without your concentration being unduly disturbed, and at night you should be able to sleep without disturbance.

At all times, noise of any description which unduly disturbs others is not permitted. Noise generated within a room which is audible outside it, is by definition, potentially disturbing. Similarly, noise generated in public places which is audible in other peoples' rooms is by definition potentially disturbing. If you are uncertain whether noise from your room disturbs your neighbours or those in rooms above or below you, ask them.

Official events which are part of the regular routine of College life, such as Formal Hall or Chapel services, are not included in this provision.

Music

The rules with respect to music should be seen as subsidiary to the above rules.

Musical instruments, radios, televisions and audio equipment may be played only during 'Music Hours' (see below), within your own room, and provided that no disturbance is caused to other members of the College. The use of headphones or earphones is recommended.

- Music hours are 10am to 11pm

Choir and instrumental practice and performance

- General

  Practice and performances of larger ensembles should only be arranged outside normal teaching hours. Music bookings in rooms other than the Music Room do not have priority over other

bookings and the Bursary staff may therefore only be able to confirm bookings at a relatively late stage. Musicians should be particularly sensitive to the potential for disturbance to other Junior Members during examination periods.

- Use of the Music Room

  This is the preferred practice venue as it has some soundproofing. The Music Room is available for practising on non-amplified instruments during Music Hours. The practice of louder instruments (e.g., trumpets, drum kits, etc.) may only take place during the evening session from 6pm to 11pm, providing it does not cause undue disturbance to others. The Music Room must be kept clean and tidy at all times and no musical instruments (except for those that are College-owned) may be stored there.

  Only St Edmund Hall students may book the Music room, and only SEH students will be allowed to collect the key. Non-SEH students must NEVER be left unattended. The student booking the Music Room must be in attendance at all times.

- The Wolfson & Pontigny Room

  Use of the piano in the Wolfson is at the discretion of the Director of Music and providing disturbance is not caused to other users of the space. Use of the Pontigny Room for activities with musical accompaniment, such as fitness sessions, is permitted after 5pm provided others are not disturbed.

- The Doctorow Hall

  This space may be suitable for e.g. a string quartet or choir practice with keyboard accompaniment.

- The Old Dining Hall

  Use of the piano in the ODH is at the discretion of the Director of Music. Use of the ODH within music hours should take account of the possibility for disturbance (e.g. of classes being held in the Hearne Room) and therefore it is not a preferred venue prior to 6pm.

- The Chapel and Ante-chapel

  At the discretion of the Chaplain, the chapel may be used for practice for organ, piano, choral and instrumental music, noting that this is a consecrated space and there is an expressed expectation of due reverence. Junior members should understand that the Bursary may refuse bookings when either the Chapel or the Old Library is in use.

  During term time, the Chapel will be used by the Choir for rehearsals for both for regular Sunday services and special occasions throughout the year. In addition, services with music take place each Sunday evening during term time; students

  living in the Front Quad may therefore experience some levels of noise during these times.

In other public rooms, music may only be played with the prior permission of the Senior Dean.

Parties

Only one ‘large’ party or similar function will be permitted per week in term. For further details, see section 15.9.

Improper use of these rooms, or failure to observe the requirements listed above, will result in individuals or groups being banned from booking any spaces in the College for future practice or performance.

Other disturbances

Disturbance is not only caused by music. Shouted conversations carried on from one building to another, or from the ground to an upper-floor window, may also cause disturbance. Shouting and singing, particularly when returning to College late at night, or slammed doors and pounding feet on staircases late at night can cause disturbance. Sound reflects only too well from the hard external surfaces of our high buildings, particularly outside the JCR and on the raised quad. Even conversations at normal volumes in quads and passages will be audible in several adjacent rooms and potentially be very disturbing, particularly late at night. Please bear all these points in mind and show consideration for your colleagues.

Quiet and silent hours

The College should be quiet after 11pm and silent after midnight (on Saturdays, quiet after 11.45pm and silent after 12.30am) until 6am.

Complaining about noise

You are urged first to address the person responsible, as much noise is merely thoughtless and problems can usually be resolved amicably. If the issue cannot be resolved in this way, take your complaint to the Duty Porter, Junior (Disciplinary) Dean, Assistant Junior Deans or Senior Dean. You should not feel obliged or pressured to tolerate levels of disturbance above those laid down here, and the Senior Dean will take a very serious view of those who do not respond positively, co-operatively and immediately to complaints of disturbance.

Maintenance work, cleaning work, deliveries and so forth may generate some unavoidable noise. The College aims to keep such disturbance to a minimum.

If you break the noise regulations you may expect to be fined, in proportion to the degree of the disturbance, the time, previous history, and whether the Porter or a member of the decanal team has had to be called. Persistent offenders may be required to move rooms or to move out of College accommodation.

More information about the procedure for making a complaint (noise-related or otherwise) is given in Appendix 4.

15.6 Safety

At a glance:

- Any electrical equipment brought into College must be safe and maintained in a safe condition.
- No fireworks or firearms are permitted in College.
- Do not climb on the buildings.
- Do not place anything on your window ledge.
- If you see a suspicious package, contact the Porters.

We are responsible by law for the health and safety of our members and employees. The Domestic Bursar has been designated Health & Safety Officer, and there is a Health & Safety Committee which monitors health and safety matters and reports to the Governing Body.

We ask all students to be mindful of their own safety and that of others. Incidents or situations which are hazardous or likely to become so should be reported immediately to the Lodge.

You must not tamper with any equipment that has been fitted by College staff, e.g., window restrictors or shower flow restrictors.

Reporting an accident

Details of any accident causing bodily harm must be reported to the Lodge and entered in the Accident Book kept there.

Electrical equipment

You must ensure that any electrical equipment brought into College is safe and maintained in a safe condition. (See also section 5.5.)

Firearms and fireworks

Firearms and fireworks must not be brought into College.

Climbing

You are forbidden to climb on roofs or buildings, including the College boathouse. It is also forbidden to climb out of windows or to sit on windowsills or the ‘balconies’ in the Emden and Kelly buildings.

Window ledges

Do not store cartons of milk, sports shoes or other objects on outside window ledges as it is potentially dangerous (and unsightly).

Swimming safety
You must produce evidence of your ability to swim before taking part in Boat Club activities. The Boat Club officers will be held responsible for seeing that this requirement is fulfilled.

Punting
Most punting accidents are connected with over-consumption of alcohol or disregard for the swollen state of the river after heavy rain. You are strongly advised to ensure that all members of your punting party are competent swimmers.

Bomb alerts
The Porters have instructions to take positive steps to deal with suspicious packages, etc. Do not cause unnecessary consternation by leaving unattended bags anywhere in the College.

If a suspicious package is discovered it is, at present, considered prudent that occupants of adjacent buildings do not evacuate immediately. Evacuation should proceed after advice from the police or the authority in charge. It is important that any actual suspicious package is considered safe before anybody is allowed near.

In all cases, obey the instructions of the person in charge meticulously and promptly.

Snow clearance and gritting
We have procedures in place to clear snow and ice from key access areas. However, please do take care in cold and icy conditions, as untreated pavements may increase the risk of accidents.
It is your responsibility to take care at these times.

15.7 Fire precautions

At a glance:

- Familiarise yourself with the emergency procedures and your escape route in case of fire.
- Watch the fire safety video: https://www.seh.ox.ac.uk/students/safety
- A fire evacuation practice will take place at all College sites early every term.
- Fire alarms are tested every Tuesday morning.

The consequences of a serious fire in our College could be catastrophic. Our older buildings were not constructed with fire precautions in mind, but they have been brought up to legally-required standards of fire safety. This also imposes some restrictions and obligations on everyone, and vigilance on the part of all members of the College is necessary.

You should familiarise yourself with the emergency procedures and your escape route in case of fire. A fire evacuation practice will take place at all College sites early in every term. These practices are held at reasonable times and your active participation is expected. Failure to co-operate will be treated as an offence against College regulations.

Fire alarms and tests
The fire alarms are tested every week, currently on Tuesdays between 8.30am and 9.00am on the Queen's Lane site. At the College's outside properties, fire alarms are tested on Fridays, between 11.00am and 2.30pm.

There are occasional false alarms, some accidental and some malicious, but you must obey alarms at all times other than the advertised testing periods.

Personal Emergency Evacuation Plan
If you have a disability that prevents you from quickly and safely evacuating your room or any other location within the College if there is a fire alarm, please contact the Accommodation Manager to complete and agree your own Personal Emergency Evacuation Plan (PEEP). This will ensure that assistance is in place to maintain your safety in an emergency. PEEPs will be held by the Lodge Manager.

Tampering with fire-fighting equipment
Tampering with any fire precautions or fire-fighting equipment is a criminal offence punishable in the courts by large fines and possible imprisonment. In addition, the Senior Dean will take the strongest

possible internal disciplinary action against offenders. At the very least they will be required to move out of College accommodation. Any obstruction of fire escapes or of exit routes from College buildings will attract similar punishment. Fire doors must not be wedged or propped open. You should feel no hesitation in reporting to the Senior Dean or Junior (Discipline) Dean anyone who puts lives at risk in this way.

If you notice that fire-fighting equipment has been moved or tampered with, or is inoperative, report it to the Lodge at once.

Fire doors when moving luggage

A fire door without a free swing closer may be momentarily held open to allow the passage of persons and materials. However, it should not be wedged or held open by luggage or a door stop.

Doors fitted with hold open or free swing closers must not be wedged or their ability to close freely impeded.

Complaints about fire precautions

If you are dissatisfied in any way with the fire precautions in College, contact the Domestic Bursar, who is the Fire Officer.

Lighting of fires

Needless to say, the actual lighting of fires, or reckless behaviour likely to cause a fire, are serious disciplinary offences, and likely to terminate your career in Oxford.

Electrical equipment

Kettles, toasters, irons, microwave ovens, and other pieces of electrical equipment liable to overheating and which place undue load on the electric circuits may not be used in your room or in corridors. Such items can only be used in the properly equipped kitchenettes and laundry rooms (see section 5.5).

Cooking

Fire alarms due to unattended cooking are a repeated disruptive pattern in College life. For this reason, causing an actual fire or setting of a heat or fire alarm by leaving cooking of any kind unattended will be regarded as a disciplinary offence. Simply put, students may not leave food to cook unattended in the College pantries/kitchens.

Violations of this rule may attract decanal sanctions in line with other such nuisance and/or fire regulations violations, depending on circumstances. In addition, cooking late at night when most fellow students are sleeping can often be disruptive and is strongly discouraged.

Sign in your guests

Names of overnight guests, and residents intending to be absent overnight, must be recorded in your College accommodation's signing-in-and-out book (see section 15.8).

15.8 Guests

At a glance:

- You are responsible for the behaviour and safety of your guests.
- Sign in your guests.
- You will need the Senior Dean's permission to have a group of guests staying overnight.

There are no fixed visiting hours for guests, but the rules in this section must be followed. All guests must be aged 18 or over unless specific permission is given by the Senior Dean or Domestic Bursar.

Your responsibilities

You are responsible for the behaviour and safety of your guests at all times while they are on College premises. You must accompany your guests to meals in Hall, in the bar, and in any public area of the College after 11pm. Guests are not allowed in the Library.

Guest responsibilities

Guests must be willing to identify themselves and their hosts if challenged by any member of the College. Otherwise they may be asked to leave immediately.

Overnight guest accommodation

Overnight guests should ideally be accommodated in one of the College guest rooms, which can be booked through the Bursary. You may occasionally have up to two guests staying in your room overnight, but such guests must be entered in the signing-in-and-out book in the Lodge (or at NSE, WRM or Tamesis as appropriate) before 11pm.

This is not intended as an intrusion into privacy, but the Fire Officer must have the correct numbers to account for from each building in the event of fire. Guests must be aged 18 or over, and you must have the prior permission of the Senior Dean for guests to stay in your room for more than one night during the week or longer than the weekend.

Nobody may sleep overnight in any public room (including the JCR and MCR).

Group accommodation

In the case of visiting sports teams or other groups staying overnight, the Senior Dean's permission must be sought beforehand. Each visitor must be assigned an individual host, who will be held responsible in the normal way for the behaviour of their guest. The host club may also collectively be held responsible.

Guest Parking

There is no parking on any site for student guests or visitors.

Access to your room

Scouts will respect 'Do Not Disturb' notices until 11am, but they must be able to gain access to clean after that time.

15.9 Meetings, parties and events

At a glance:

- Any gathering of more than eight people needs decanal permission.
- Staircase parties are not permitted.
- Only one large event will be permitted per week in term and permission must be sought well in advance.

Gatherings of more than eight people

The Senior Dean's permission is required for any gathering of more than eight persons. Permission will not normally be given for gatherings within students' own rooms, most of which are too small. Parties and dinners in public rooms should not adjourn to students' private rooms if more than eight people are involved. These rules apply to all College residences.

Staircase parties

'Staircase' parties are not permitted.

Booking public rooms in the College

You can book certain public rooms for meetings, parties, private dinners, etc. These include the Old Dining Hall (the Domestic Bursar or Senior Dean may impose a requirement for a Fellow to be present), the Emden Rooms, the Hearne Room, the Doctorow Hall and the Pontigny Room. The booking form is available on the SEH website. Bookings need to be approved by the Junior (Discipline) Dean or the Senior Dean before the booking can be accepted.

Please note that your booking application may be refused if the proposed activity is deemed inappropriate due to potential noise levels and the close proximity of accommodation and offices or because of the general layout or fabric of the building. Improper use of any room will result in individuals or groups being banned from booking College spaces for future use.

Events at NSE, Tamesis, Circus Street, Essex Street or WRM

No events are allowed in the gardens at NSE or any indoor or outdoor space at NSE, Tamesis or WRM, without permission from the resident Assistant Junior Dean, who will consult the Estates staff and, if necessary, the Senior Dean. The organiser will be required to complete the online booking form.

Please note that the use of a common room may not be exclusive as these are shared spaces in residential accommodation and other residents are therefore always also entitled to access them.

Events at the boathouse

The boathouse is not considered an appropriate venue for parties, etc. It may, however, be booked for certain events organised by the Committee(s) of the Boat Club, the Committee of the Friends of the Boat Club. Only in very exceptional circumstances will other requests be considered, and it is unlikely that an individual's request would ever be considered. Permission should be sought from the Senior Dean & Senior Member of the Boat Club and, if granted, will be subject to the organiser satisfying strict preconditions including, but not limited to guest behaviour, health and safety, noise levels, and insurance and licensing compliance. Any event at the boathouse is subject to cessation not less than 30 minutes prior to the advertised time of closure of Christ Church meadow.

Booking notice

Adequate notice must be given, particularly in cases of potential disturbance or freedom-of-speech issues (see section 15.10). No commitments (e.g. advertisements, invitations) should be entered into until permission is formally granted. For all bookings requiring catering (e.g. dinner parties) you will need to submit the booking form at least two weeks in advance. For drink receptions, lectures and conferences: one week in advance. For all ad hoc meetings where alcohol is not being consumed: at least two days before. However, we recommend that you book as early as possible to avoid disappointment.

The Senior Dean reserves the right to refuse, or place conditions on, any booking, particularly where a majority of those attending will not be members of the College.

Organiser's conduct

St Edmund Hall believes that a culture of free, open and robust discussion can be achieved only if all concerned engage critically but courteously with each other. The College does not tolerate any form of harassment or victimisation and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration.

The College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected.

Large events

Only one 'large' party or similar function will be permitted per week in term.

For this purpose, any function with music, live or recorded, is liable to be deemed 'large' unless the Senior Dean is perfectly satisfied otherwise. Such functions may normally only be held on a Saturday night (exceptionally on a Friday night) and must take place in the Pontigny Room, except that the Senior Dean may permit the JCR to hold up to two discos (bops) per term in the Wolfson Hall in each of Michaelmas and Hilary Terms.

If you are the organiser of such a disco or party, you must pay particular attention to security arrangements, see that the event ends promptly at the agreed time, and are responsible for escorting your guests off the premises after the function.

Events during Trinity Term and examinations

To avoid disturbance to examinees, no social functions are permitted in College after the Sunday at the beginning of Seventh Week of Hilary Term or after the Sunday at the beginning of Third Week of Trinity Term. Exceptions to this rule are at the discretion of the Senior Dean and will only be made for functions unlikely to cause any disturbance. Please note that Chapel services and choir practice do not fall into this category, as these are a regular function of the College and a tradition of College life.

15.10 Freedom of speech

At a glance:

- You must not disrupt College teaching or administration.
- We defend freedom of speech at meetings held on our premises.

You may in no way interfere with or disrupt College or University teaching and administration, nor the lawful exercise of freedom of speech at any meeting, club or society within the University. We are required under the Higher Education (Freedom of Speech) Act 2023 to defend freedom of speech at meetings held on our premises.

The booking forms for the use of rooms for meetings therefore include an undertaking on the part of the organisers to comply with this section of the Act, and no rooms will be made available without signed undertakings having been deposited with the Senior Dean and Bursary.

A copy of our Code of Practice on Freedom of Speech is available on the College website, and further information can be found in the University's Code of Practice on Meetings and Events.

Political Activity of JCR and MCR:

The political activities, including online activities, of the JCR and MCR communities are regulated by law and the Bylaws and Statute of the College. Relevant regulations include:

- Charities Act 2011
- Education Act 1994
- Education (No 2) Act 1986
- Representation of the People Act 1983
- Political Parties, Elections and Referendums Act 2000
- Transparency of Lobbying, Non-party Campaigning and Trade Union Administration Act 2014
- Higher Education (Freedom of Speech) Act 2023
- Bylaws of St Edmund Hall
- Statute of St Edmund Hall

Please refer to the National Students' Union on Guidance on political activity of students' unions for more information.

15.11 Harassment

At a glance:

- Harassment will lead to strong disciplinary action.

Definitions

A person subjects another to harassment where they engage, intentionally or otherwise, in unwanted and unwarranted conduct which has the purpose or effect of; violating another person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.

Harassment may involve repeated behaviour, but a one-off incident can also amount to harassment. Peer pressure leading individuals to feel that they have to participate in unwanted or shaming activities can also constitute a form of harassment. The recipient does not need to have explicitly stated that the behaviour or actions were unwanted.

Bullying is a form of harassment and may be characterised as offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

The College seeks to protect any member of the College community from victimisation, which is a form of misconduct which may itself result in a disciplinary process. The College will regard as victimisation any instance where a person is subjected to detrimental treatment because they

have, in good faith, made (or indicated an intention to make) an allegation of harassment, assisted or supported another person in doing so, participated in an investigation or hearing, or is suspected of having done so.

Policy

St Edmund Hall does not tolerate any form of harassment or victimisation and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration.

Freedom of speech and academic freedom are protected by law, though these rights must be exercised within the law. Vigorous academic debate will not amount to harassment when it is conducted respectfully and without violating the dignity of others or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

All members of the College community have the right to expect professional behaviour from others, and a corresponding responsibility to behave professionally towards others. Being under the influence of alcohol, drugs or otherwise intoxicated is not an excuse for harassment.

Further details of the Harassment Policy may be found on the College website. All members of College are also bound by the University rules on harassment.

Sexual harassment

St Edmund Hall is committed to maintaining an environment that is free from sexual and gender-based discrimination, harassment, and violence. The College will therefore take action to prevent all forms of stalking, sexual exploitation or intimidation, sexual harassment, and sexual assault.

It seeks to provide a supportive environment for anyone who experiences gender-based or sexual discrimination, harassment, or violence, and to facilitate the prompt and fair investigation of complaints about gender-based and sexual misconduct.

The Welfare and Decanal team provide the first points of contact in these matters. Other sources of support within the College and the University, including the University's Sexual Harassment and Violence Support Service Sexual Harassment and Violence Support Service are listed in section 15.2.

Any student with concerns that the behaviour of another member of the College might amount to harassment of any kind may bring the matter to the attention of the Junior (Disciplinary) Dean or Senior Dean. Information provided in confidence will be treated in line with the College and University policy detailed in Appendix 3.

Complaints

Complaints relating to harassment may be referred either to the College or to the University. College advisers are willing to give advice about which body a complaint should be referred to. Details of the procedure can be found in Appendix 4.

University advisers may be approached by any Junior Member who believes they have been subjected to harassment as defined in the code. See the University's harassment advice **for further information:** Equality, Diversity and Inclusion | Oxford University

15.12 Sexual Consent

At a glance:

- Consent is about communication

Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter.

Consent cannot be inferred from the absence of a "no"; a clear "yes", verbal or otherwise, is necessary.

Consent to some sexual acts does not constitute consent to other acts, nor does past consent to a given act constitute present or future consent. Consent can be revoked at any time. Consent cannot be obtained by threat or force nor from someone who is asleep or mentally or physically incapacitated.

Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent.

The College takes sexual misconduct very seriously; incidents involving any behaviour of a sexual nature which takes place without consent will be taken up by the Senior Dean.

A formal report of sexual harassment or sexual misconduct made against a student may then be passed to the Proctors and investigated under the University's Code of Discipline. In such cases, the outcome of the University's disciplinary procedures will be considered final.

15.13 Concerns or complaints

At a glance:

- The College has a formal complaints procedure which should be followed.

We make provision for concerns and complaints about academic or domestic issues to be handled through College procedures, as it is important that you know how to raise a concern or complaint, both informally and formally.

The existence of a procedure is not intended to generate a culture of complaints, but to ensure that concerns and complaints are handled consistently and fairly. Details of the procedure can be found in Appendix 4.

15.14 Drugs

At a glance:

- If you possess, manufacture, pass on or sell drugs, you must expect to be sent down.
- If you have a drug problem, you can seek help from the Senior Dean, the Welfare Dean, the Welfare Officer, the peer supporters, the Principal, or your tutor.

Under the law it is a criminal offence to take, possess, manufacture, pass to others or sell certain drugs, or to be knowingly concerned in the management of premises where any of these things is done.

The Governing Body wishes its policy with regard to involvement with illegal drugs to be clearly known to and understood by students.

Drug-related discipline

If you become involved in taking, manufacturing, passing to others, or selling hard drugs (e.g., heroin, amphetamine sulphate, LSD, cocaine, crack, etc.), you must expect to be sent down from the College. The reasons for this strict disciplinary line are as follows:

- The taking of such drugs has a rapid and very serious effect on academic study.
- Due to of the very high cost of such drugs, taking them almost inevitably leads to selling them.
- The publicity to which drugs cases inevitably lead is harmful to a college corporately and may reflect indirectly upon its individual members.

Cannabis, etc.

The Governing Body also takes a very serious view of involvement with such drugs as cannabis. According to the circumstances of individual cases, it would endorse firm disciplinary action up to and including expulsion.

Health risks

The Governing Body wishes to stress the health risks of the abuse of drugs:

- Although addiction to drugs is sometimes curable, it is commonly not; therapy is usually a prolonged and specialised matter.
- Drug-taking may involve further health risks, e.g., exposure to infection with hepatitis, AIDS and other diseases.

Our pastoral duty

While the Governing Body believes that strict disciplinary actions are required in the interest of the College as a whole and of all its members, it also recognises a pastoral duty towards individuals who might become involved with drugs.

In pursuance of this pastoral duty, it would recommend one or other of the following courses of action if you have a drugs problem:

- Seek medical help, either from the College Doctor or another general practitioner. The College Doctors are, like all other doctors, bound by the rules of medical confidentiality and will not inform the College authorities without your consent.
- Seek help from the various counselling services outside the College: The University Counselling Service, Nightline, Samaritans (see section 15.2).
- Contact the Drugs Squad of the Thames Valley Police via the police non-emergency number: 101, or by visiting St Aldates Police Station. This course of action might be appropriate if you wish, in the public interest, to assist with the conviction of drugs pushers; in such circumstances, the police might be expected to maintain confidentiality.
- Contact the Welfare Dean, Welfare Officer, the Senior Dean, the peer supporters, a tutor, or an officer of the College, bearing in mind that a senior member's responsibility to other members of the College might impose some limit on the degree of confidentiality which could be maintained.

Avoidance of drugs

Above all, the Governing Body advises all students, in their own and in the general interest, to keep clear of involvement with illegal drugs in any shape or form.

15.15 Alcohol

At a glance:

- Drunk and/or disorderly behaviour is an offence at all times whether within the College or elsewhere in the environs of Oxford.
- Non-alcoholic drinks must be available as an alternative to alcohol at all College functions.
- We are not licensed to sell alcohol to anyone other than our members and their bona fide accompanied guests.

The over-consumption of alcohol can have serious long-term adverse effects on your health, and fairly immediate adverse effects on your ability to do academic work. It is also the major cause of anti-social behaviour by students within the College and within the city.

Alcohol awareness

You should be aware of the medically recommended maximum levels of alcohol consumption, and act accordingly.

Non-alcoholic drinks

It is our policy that at all official entertainments given by the College, the JCR and the MCR, non-alcoholic drinks shall be available as an alternative to alcoholic drinks.

Event organiser's responsibilities

Organisers of any function on College premises are responsible for seeing that excessive alcohol is not provided and that the behaviour of their guests does not lead to excessive alcohol consumption.

Licensing restrictions

We are not licensed to sell alcohol to anyone other than our members and their bona fide accompanied guests, and no function organised within the College may do so or advertise in any public place the availability of alcohol. Organisers of functions at which alcohol is to be sold must consult the Senior Dean, and adhere strictly to Decanal guidelines.

Drunk and disorderly behaviour

Drunk and/or disorderly behaviour is an offence at all times within the College. Offenders may be required (by a Porter, Junior (Discipline) Dean, one of the Assistant Junior Deans or by any senior member of the College) to leave the College premises or retire to their own rooms immediately, and failure to comply will be viewed very seriously by the Senior Dean.

The Senior Dean may levy fines, and will exclude persistent offenders from certain facilities within the College, or from the College premises entirely. Drunk and disorderly behaviour by our students in the city, which may bring the College into disrepute, will attract decanal sanctions.

The Buttery Bar

The Buttery Bar is usually open during Full Term each evening, although opening hours may be curtailed to avoid disturbance during examination periods.

Access is only available to members of the College and their bona fide guests, and alcoholic drinks may be purchased only by members of the College.

It is unlawful for anyone under 18 to buy alcohol, and for someone over 18 to buy alcohol for a minor. You are reminded that you are responsible for the behaviour of your guests (see section 15.8).

Noise emanating from the bar must not disturb other members of the College. The Junior (Disciplinary) Dean or Assistant Junior Dean may require the immediate closure of the bar if behaviour gets out of hand.

The College is committed to the responsible service of alcohol and will therefore deny further alcoholic beverages to any person who is or appears to be under the influence of alcohol.

15.16 Bicycles, motorcycles and cars

At a glance:

- Register your bicycle with the Lodge.
- E-Bicycles and E-Scooters are forbidden in the College grounds and buildings
- Do not ride your bicycle inside the College.
- Always use a cycle helmet and ensure brakes and lights are fully functional.
- Students are not granted parking permits in Oxford. You are not allowed to keep a car or motorcycle in Oxford.

Register your bicycle

Bicycles must be registered with the Lodge (via the following link: https://lodge.seh.ox.ac.uk/login) and clearly marked with the assigned College Asset number. Any unmarked bicycles found in College are liable to be removed. There is a limit of one bicycle per student.

Cycling within College grounds

Bicycles may not be ridden in any way inside the College.

Cycling around Oxford

Oxford's road network was not designed to accommodate modern levels of demand and every year students are involved in serious accidents while cycling in Oxford. If you are intending to cycle, ensure that you are fully familiar with and follow the Highway code, always use a cycle helmet, always use lights and wear high visibility clothing at night (and at dusk), ensure your brakes and bell work, and respect pedestrians and other road users.

Parking your bicycle in College

Within the College, bicycles may only be left in the bicycle sheds in the Churchyard and behind the Besse building. Bicycles must not be left in any way obstructing the entrance to the College in Queen's Lane, or at the Forum Entrance in the High Street and may not be left, even for the shortest of times, in the passageway next to the Lodge.

Cycles must be stored tidily, in cycle racks if possible, and in such a manner as to not impede fire egress and pathways.

Any bicycles contravening these rules, and those attached to any College furniture, e.g. gates, etc., may be immobilised or removed, and returned only on payment of a fine. No vehicles of any kind may be kept in College rooms or buildings on pain of fine and confiscation.

E-Bicycles and E-Scooters

In view of the risk of fire from batteries, e-bikes and e-scooters are not permitted in the College grounds or buildings.

Cars and motorcycles

Oxford City Council states that students must not keep any motor vehicle in the City of Oxford. If you live on other College sites, while there are no restrictions on the ownership of cars and motorcycles, there are no parking spaces available for them in College, and they may not be brought inside the College, or parked at NSE, the William R. Miller Building, or Tamesis.

There is no parking on any site for student guests or visitors.

Parking in the City is limited and strictly controlled. Oxford City Council will not issue parking permits to students living in any College building.
You are therefore advised that it is not in your interest to bring cars or motorcycles to Oxford.

Theft and vandalism

Theft and vandalism of bicycles is very common in Oxford, and we can accept no responsibility for damage or loss, however or wherever occurring.

You are urged to avoid bringing particularly expensive bicycles for use in Oxford (they are prime targets for organised thieving), to use strong locking devices, to have an identification such as a postcode indelibly stamped on the frame (the Oxford police will do this free of charge), and to take out bicycle insurance.

Bicycle culls

Periodically, there are routine inspections and culls of damaged, unroadworthy and unidentifiable bicycles. You must ensure that your bicycle is appropriately registered and marked by the College.

Removal of bicycle locks

Due to the nature of the machinery required to cut them, 'D'-locks cannot be removed from cycles unless they are inside the College boundaries. Please note, the Maintenance department closes at 4.30pm. To give time for the team to respond to requests to remove locks, especially off-site, please contact them before 3.30pm.

We are unable to remove bike locks on bikes that are not on a College-owned property.

Bicycle lights

USB rechargeable bicycle lights (which come with an attachment strap) are available for borrowing from the Porters' Lodge. These are intended for emergency use only. The loan is free for up to 48 hours; lights and straps not returned within 48 hours will be charged at £15 per light as a late return/loss fee. The lights and straps should be signed back into the Lodge to avoid a charge.

15.17 Miscellaneous regulations

At a glance:

- Ball games are not permitted on any College premises (except for croquet at NSE).
- The Front Quad lawn is out of bounds.
- You can celebrate after your exams in the Churchyard, but only with champagne, sparkling wine, water and soluble confetti.
- Trashing is not permitted; if you are trashed, you will receive a substantial fine and will be refused entry into College.

Ball games

Ball games and the like are not permitted on College premises (except for croquet at NSE). This includes the casual kicking, bouncing, throwing, and so on, of balls or anything else.

Litter

Litter must not be deposited or left anywhere on College premises.

Celebration of exams

No one who is 'trashed' will be allowed into College until they have cleaned themselves up. Those involved in trashing will be fined and/or reported to the University authorities (who currently operate a spot-fine policy of up to £300 for trashing offences). The University regulations may be found here: University regulations and Policies | Oxford University.

Trashing

Trashing is against the University's Student Code of Conduct and will lead to disciplinary action and fines: Student Conduct | Oxford University.

Behaviour in the Churchyard

The Churchyard of St Peter-in-the-East is available to all members of the College for walking, sitting and talking. As it ultimately belongs to the Church of England,-moderation in behaviour is required and expected.

Respect for Decanal team and College staff

No conduct is allowed that would obstruct the Senior Dean, Junior (Discipline) Dean, the Assistant Junior Deans, the Porters, or any other member of College staff in the execution of their duties.
You should be able to identify all members of the Decanal team by sight; photographs can be found on the noticeboards in the Lodge and in the Staircase V tunnel.

Conduct of clubs and societies

The University has regulations concerning the conduct of students and student clubs and societies. These regulations are enforced by the Proctors, and are summarised in the University Student Handbook http://www.proctors.ox.ac.uk/handbook/handbook/ which you will receive at the start of your first year.

Abuse of IT facilities

Inappropriate use of IT facilities (see section 10), including illegal file-sharing, the posting of abusive material on websites or via social media, or sending of abusive emails (see section 15.11), may also be subject to decanal sanction.

Room ballot

The Senior Dean, in consultation with the Bursary, may override the room ballot mechanism in exceptional circumstances where the welfare of a student is of acute concern, or where behavioural or disciplinary concerns of a serious nature have arisen (see section 15.18).

15.18 Disciplinary procedures and appeals

At a glance:

- The Senior Dean and Junior (Discipline) Dean may summon students, clubs and societies in connection with any decanal matter.
- The Senior Dean and Junior (Discipline) Dean may resolve a decanal matter through informal means or by implementing the St Edmund Hall Non-Academic Misconduct Disciplinary Procedure.
- If you disagree with the Senior Dean or Junior (Discipline) Dean's ruling in relation to a minor breach of discipline, you can appeal to the Principal.
- Serious breaches of discipline will be referred to the Principal for the purpose of convening a Disciplinary Panel.
- If you disagree with the Disciplinary Panel's decision, you can appeal to the Principal.

Priority of a Decanal summons

The Senior Dean and Junior (Discipline) Dean may summon students in connection with any Decanal matter. The utmost priority must be given to such engagements. The date and time of a Decanal summons cannot normally be changed; failure to answer a summons without communicating due cause will be penalized.

Co-operation with disciplinary instructions

Students are required to co-operate with reasonable disciplinary instructions from the Porters, the Senior Dean, Junior (Discipline) Dean, the Assistant Junior Deans and any Senior Member of the College.

Decanal powers

The Senior Dean is responsible for the maintenance of discipline within St Edmund Hall, and more generally for the maintenance of good relations within the College community. The Senior Dean has power to investigate and where appropriate to penalise individual students and students' clubs and societies for unacceptable behaviour, and for the transgression of any part of the College Code of Discipline. Evidence of serious offences may be referred by the Senior Dean to the Principal for the purpose of convening a Disciplinary Panel or to the relevant University authorities.

The College's procedures for disciplinary action are set out formally and in full in the By Laws (specifically By law 10.13 and Schedule 6). The College Code of Discipline comprises Appendix A within Schedule 6. The summary information provided here is intended as a short guide to these matters.

A range of penalties may be imposed for breaching the Code of Discipline. Financial Assistance funds will not be available to cover the consequences of fines imposed. The Senior Dean may exclude from or place conditions on use of College facilities or premises, including College accommodation.

The Senior Dean has the right to remove names from or adjust the position of individuals with respect to the room ballot. This action can be retrospectively applied. Discretionary funding such as Masterclass Awards may be withheld. Periods of 'community service' or charity work may also be required, in cases where this seems appropriate to the offence.

The Statutes and By Laws give students the right to a fair hearing whenever the College is minded to rusticate, send down or expel them.

Major breaches of the Code of Discipline

Major breaches of the College Code of Discipline may be considered by a Disciplinary Panel. An Investigator will normally be appointed to gather evidence and make inquiries to determine the issues in the case.

The Disciplinary Panel is composed of three people appointed by the Principal. Panel members must be either members of the Governing Body or people approved by the Governing Body. The Principal will appoint one of the members as Chair of the Disciplinary Panel. The Panel will consider the findings of the Investigator, reach a conclusion, and if appropriate determine a penalty. Students who are the subject of a report may ask for witnesses to

attend the Disciplinary Meeting and will have the opportunity to put relevant questions to witnesses through the Chair.

Appeal procedures

Appeals can be made on limited grounds as specified in the College By Laws. Students aggrieved by any action of the Senior Dean or Junior (Discipline) Dean in relation to a **minor** breach of discipline may appeal to the Principal. If the appeal is not upheld the student may, upon receipt of a Completion of Procedures letter from the College, seek review from the Office of the Independent Adjudicator (OIA).

An appeal against a decision of the Disciplinary Panel in relation to a **major** breach of discipline may be made to the Principal, setting out the ground(s) on which the appeal is being made. The appeal may be considered by a Non-Academic Disciplinary Appeal Committee. The decision of the Appeal Committee is not open to further appeal within the College.
If the Appeal Committee upholds a substantial penalty, then the student may subsequently appeal to the Conference of Colleges Appeal Tribunal. If the penalty is not substantial the student may seek review from the Office of the Independent Adjudicator (OIA).

15.19 Disclosure of criminal convictions

At a glance:

- Tell the Senior Dean if you have been convicted of, or cautioned for, a relevant offence.
- Relevant offences are those of a violent or sexual nature, or commercial drug dealing.

To help reduce the risk of harm or injury to members of the College community, the College must know about any relevant criminal convictions of, or police cautions for, any student in residence.

Relevant criminal convictions or cautions are only those for offences against the person, whether of a threatening, violent or sexual nature, and for offences involving unlawfully supplying controlled drugs or substances where the offence concerns commercial drug dealing or trafficking.

Convictions and cautions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

(More stringent rules apply to students on courses in teaching, health and social work, who may be required to complete an 'enhanced disclosure document' for the Disclosure and Barring Service.)

If you have already been convicted of or cautioned for a relevant offence, or are convicted or cautioned at any time during your student career, you must inform the Senior Dean, who will inform the Proctors. Do not send details of the offence; simply report that you have a relevant conviction. We may then ask you for further details.

16 Outside Commercial Interests

At a glance:

- Do not use the College's facilities to carry out your own business activities.
- The College's properties may not be used as a registered address for a business

Use of the College's research or administrative facilities to pursue personal business, commercial or consulting activities by students is strictly prohibited. Commercial activities are not to be undertaken by students on College or University premises.

Please note that students are required to comply with the University regulations relating to the use of information technology facilities; for example it is not permitted to use College or University facilities

including email or mailing addresses, for commercial purposes.

17 Cultural and Sports Facilities

At a glance:

- Part of your fees are allocated to the various College clubs and societies.
- Academic appointments must always take priority over non-academic ones.
- If you have been suspended, you cannot participate in any College sports or societies.

We set aside a part of your fees to provide for social, cultural and sports facilities. The allocation of this money is discussed by the committee of Amalgamated Clubs (representatives of the JCR and MCR and the various College clubs and societies), which meets once a term (if deemed necessary) and is presided over by a Fellow as Senior Treasurer.

The College rents pitches for rugby, football and hockey, and has a boathouse on the Isis. By arrangement with The Queen's College, you may use the Queen's College tennis courts at their sports ground on the Abingdon Road and the Queen's squash courts in James Street. The latter may be booked in Queen's Lodge. Basketball courts and cricket pitches are hired elsewhere as needed. The JCR usually hires a punt in the summer; booking can be made via the JCR website. The MCR and SCR have shared ownership of a punt, for which booking is made via the MCR website: mcr.seh.ox.ac.uk .

Academic appointments must always take priority over non-academic ones, and you must not allow excessive non-academic commitments to interfere with your academic work.

If you are suspended from your studies at the College, whether on grounds of health, academic discipline, or other reasons, you are debarred from representing the College or the University at any sport. You are also not permitted to take part in any music, drama, political, or other cultural activities of the College. This rule may be waived in individual cases only with the explicit permission of the Principal.

18 Communication

At a glance:

- It is your responsibility to check your pigeonhole and University email account daily and read the College noticeboards.

The College works well only if you are prepared to read notices and to act on them. Check your University email account daily for messages relating to your studies and from St Edmund Hall. Familiarise yourself with the College's digital screens and noticeboards for key information about Hall news and events.

Members of College staff cannot be held responsible for your failure to read notices or to respond to instructions left in your pigeonhole or sent to you by email. All students, including those who live outside of College accommodation, are expected to check and empty their pigeonholes at the College Lodge at least once a week during Full Term.

All communication between students and tutors/ members of College staff should be courteous and civil.

Appendix 1: Harassment Flow Chart

ST EDMUND HALL
HARASSMENT POLICY FLOWCHART

FULL POLICY ON HEALTH & WELFARE PAGE

THE COLLEGE HAS ZERO TOLERANCE FOR HARASSMENT IN ANY FORM. THIS APPLIES TO ALL FORMS OF HARASSMENT, INCLUDING SEXUAL AND RACIAL HARASSMENT.

Harassment is when a person behaves in a way which is intended to cause you distress or alarm and includes a very wide range of behaviours.

1 REPORT IT INFORMALLY

If you feel you may have been harassed, **do not hesitate to contact** the College Welfare Officers who are also trained Harassment Advisors.

They will be able to listen to you, offer advice, and explain and guide you through the formal complaint procedure should you wish to submit one.

CONTACT
Clare Woolcott - Nurse & Welfare Dean: nurse@seh.ox.ac.uk
Jane Armstrong - Senior Welfare Officer: welfare@seh.ox.ac.uk

Conversations will remain **confidential** (unless they fear for your or someone else's safety). The choice of changing this informal chat to a formal report is completely **YOUR** choice.

2 FORMAL COMPLAINT - SUMMARY OF ACTIONS WHICH COULD BE TAKEN IF YOU CHOOSE TO

To document a formal complaint, submit a written document detailing your situation to the relevant person (see below). This should give an outline of the alleged harassment and any information pertinent to your case. The College Harassment Advisors can help you with this.

For complaints about:	Submit the written complaint to:
Another student(s)	Dean dean@seh.ox.ac.uk
Senior members of college (e.g. a Fellow)	Principal principal@seh.ox.ac.uk
Non-academic staff members (e.g. maintenance, catering etc)	Domestic Bursar domestic.bursar@seh.ox.ac.uk

STAGE 1: Evidence will be collected and discussed with both parties

STAGE 2: Evidence will be reviewed, and if necessary, raised to a disciplinary board

STAGE 3: Both parties will be informed of the outcome in writing

STAGE 4: If you are dissatisfied with the outcome, ask the Harassment Advisors for advice about appealing

The College Harassment Advisors will help you though this process and explain the steps in more detail. You will never be alone during this process.

If you wish to pursue the issue outside of college, you can contact the University Harassment advisors: https://edu.admin.ox.ac.uk/support

Appendix 2: Unsatisfactory Academic Progress

Overall academic progress is monitored by the Tutorial Committee which, in the case of undergraduates, receives reports on student progress, requests for suspension on fitness to study grounds and so forth. The Tutorial Committee is chaired by the Principal and comprises all Tutorial Fellows, and those Lecturers with sole organising responsibilities. The Tutorial Committee has broad oversight and decision-making power relating to the progress of junior members, and an established procedure (the Tutorial Procedure Rules) for referring problem cases to small panels (termed Academic Panels) to which decision-making powers may be granted.

Where a pattern of unsatisfactory academic progress develops, it is important to address the problem as early as possible, to identify any obvious external problems (e.g. financial, health, welfare, etc.) that may be involved and to identify steps that can be taken to improve the situation.

This section sets out one framework within which the College seeks to help students succeed despite such problems, and the pathways that may unfold in a minority of cases where improvement is not forthcoming.

The role of tutors

In the first instance, as described elsewhere in this document, tutors are responsible for overseeing the academic progress and welfare of their students. It is the student's responsibility to report any problems that may adversely affect their work, and for the tutor(s) to take these into account. The pattern of regular tutorial meetings and reporting (as per section 6.2) provides an effective and sufficient system of guidance in the great majority of cases.

In the case of apparent academic dereliction, or a pattern of significant under-performance, the subject tutors responsible should arrange to meet (ideally collectively) with the student in question to discuss the problems. It is recommended that subject tutors follow up such meetings with short written memos outlining to the student any key points of advice or agreements reached with the student in terms of specific work targets.

Referral to other College Officers

In cases where the problems have become acute and do not seem to be resolvable by the above means, the tutors may refer the student to the Tutor for Undergraduates, the Senior Dean, or Welfare Dean, as deemed most appropriate given the circumstances. These officers should in turn provide the tutors with appropriate feedback on the outcomes of their meetings with the student (taking account of any confidentiality issues).

The primary goal of these mechanisms is to identify those factors that may be responsible for the underperformance, to encourage improvement, and to provide support and guidance for the student.

Further steps, including convening of an Academic Panel hearing

Contingent on the outcome of the above, the subject tutors, in consultation with the Tutor for Undergraduates, may decide that it is appropriate to set specific academic goals for the student to meet (e.g. exceptionally, pre-penal or penal collections, following the procedures set out in the by-laws). In such cases, the Tutor for Undergraduates will normally convene an Academic Panel hearing, the outcome of which will be reported to the Tutorial Committee.

The role of Academic Panels

Academic Panels are convened by the Tutor for Undergraduates (either at the instigation of subject tutors or by the Tutorial Committee) to deal with cases of apparent persistent academic dereliction and/or serious academic failure.

Academic Panels will normally be chaired by the Tutor for Undergraduates (unless she is one of the student's tutors) and will comprise another two Fellows not drawn from the student's school of study. The work of the panel is supported by the College Registrar, who ensures that decisions by the panel are fully consistent with appropriate legislation and College policy on welfare and other relevant matters.

The procedures and powers of the Academic Panels are set out in detail in by-law 10.14 (schedules 7 and 8) but, in summary, include the power to set pre-penal and subsequently penal collections. Failure in those may result in the Academic Panel ruling that a student should be sent down. The student may appeal against a decision of the Academic Panel to an Appeal Panel comprised of the Principal and two other Fellows.

Welfare and fitness to study concerns

Should grounds emerge during consideration of the case by the Academic Panel, whether established or merely suspected, of factors that should be considered under the headings of health, welfare, or disability, and on which the Panel members feel unable to form a properly informed judgment, then guidance should be sought from a Fitness-to-Study Panel convened within the College. These panels are separate in membership from the Academic Panel, comprise three members and operate under the provisions of by-law 10.14, schedule 9. The Fitness-to-Study panel, having considered the case may then report back to the Academic Panel, which will then decide on the appropriate academic outcome informed by this report.

In certain circumstances the Tutor for Undergraduates may wish to consult a Fitness-to-Study panel without first referring the matter to an Academic Panel (see by-law 10.14, schedule 9 for the relevant provisions).

Once matters have been placed in the hands of the Tutor for Undergraduates, or an Academic Panel, or a Fitness-to-Study Panel, confirmation of key steps and decisions will be made in writing to the student by (and only by) the relevant College Officer, via the College Registrar.

Further guidance

Our rules governing academic dereliction, penal collections, fitness to study and suspension of studies are set out in detail in by-law 10.14 and the accompanying schedules. As these rules are drafted to cover diverse circumstances, they are necessarily detailed. If you need advice on interpreting the provisions you may contact the College Registrar, Senior Dean, or Tutor for Undergraduates to arrange a meeting.

College By-laws: By Laws of the College | St Edmund Hall.
College Policies: Policies, Accounts and Legal Documents | St Edmund Hall.

Appendix 3: Confidentiality in Student Health and Welfare

The College endorses the University's policy on confidentiality in student health and welfare, as set out in a document authored by the University's Committee on student health and welfare, available on the University's website: Guidance on Confidentiality in Student Health and Welfare.

The College recognises the same practical and legal obligations as set out in the University document. In all cases the duty of confidence is not absolute and may normally be overridden in circumstances where there is an overwhelming public interest or legal obligation to do so. The following paragraphs are essentially summary statements, and the above document should be referred to for fuller guidance.

The College owes a duty of care to all its members, staff and students, in a manner that secures and protects their existing rights, including, in the absence of serious crime, to confidentiality and privacy; and, at all times, to equal treatment under the law. In some circumstances it might not be able to discharge this duty without infringing confidentiality; in these circumstances, students will normally be asked to give their consent, but in the final analysis it will be a matter for the professional judgement of the relevant College officer to decide whether any such disclosure should be made. It should further be understood that information given in confidence by a student will, as a general rule, be treated in a confidential manner. This would include information about a student's physical or mental health or financial circumstances. Disclosure of such information will be on a need-to-know basis, except in exceptional circumstances (e.g. where there appears to be a risk that the student will harm himself/herself or others, or where the student is seriously ill).

Those to whom information has been given in confidence, or who have acquired information which they regard as confidential, may be concerned about the welfare of a student but uncertain whether they should disclose this information or not. In these circumstances it may be sensible to seek advice from an appropriate person, e.g. a senior College officer or the College doctor, on whether the matter is sufficiently important to breach confidentiality, and, if so, to whom they should report their concerns. A concern for confidentiality need not, and should not, prevent communication that is necessary to help students in difficulty.

It is College policy that this statement on confidentiality should be made available to students and staff in the interests of providing reassurance to students but also to clarify the limits of confidentiality.

Appendix 4: Student Concerns and Complaints

Introduction

A student concern or complaint, in the context of this procedure, is a matter affecting an individual student or a small group of students, which is brought to the attention of the College. The term concern will be used for matters raised informally, and complaint for matters raised formally.

Matters of general concern, affecting the student community generally, should be brought via Junior or Middle Common Room representation, either to College Officers or to Committees of the College.

The College intends that suitable provision is made for students and complaints will therefore be infrequent. It is, however, important that students know how to raise a concern or complaint, both informally and formally. The existence of a procedure is not intended to generate a culture of complaints, but to ensure that concerns and complaints are handled consistently and fairly.

A concern or complaint should be brought by the person or persons affected. Anonymous concerns or complaints will not be considered.

This procedure does not relate to:

- concerns or complaints raised by members of staff: these should follow the College's grievance procedures (for academic staff, these are outlined in the Statutes; for support staff, these are outlined in the Staff Handbook);
- appeals against disciplinary or academic disciplinary procedures, which are outlined in the College by-laws;
- harassment complaints, for which there is a separate procedure, outlined above.

In taking complaints seriously, the College acts in good faith that those complaining will do so honestly and fairly. In cases where investigation reveals that a complaint has been made dishonestly or maliciously, the complainant may be subject to a counter action.

Informal procedure

The simplest, and often the most satisfactory way to achieve resolution of a concern is by an informal discussion with the person directly involved in the matter. Premature escalation to that person's supervisor or to someone without direct involvement can lead to positions becoming entrenched and more difficult to resolve. Advice can be sought from any of the Peer Supporters, Welfare Advisers, Fellows of the College or officials of the Junior and Middle Common Rooms.

However, if informal discussion does not produce the desired result, the following paragraphs detail how to take a concern further. A concern may be raised orally or in writing.

Academic matters

If the concern relates to teaching or other provision made by the University faculty/ department, it should be raised with the faculty/ department using their procedure. Your College tutor (undergraduates and Visiting Students) or College Adviser (graduate students) may be able to assist you with contacting the correct person.

If the concern relates to teaching or other academic provision made by the College, this should normally be discussed with your College tutor or Adviser in the first instance. If it is not possible to speak to your College tutor or the concern relates to your College tutor, approach should be made to the Tutor for Undergraduates (for undergraduates), Tutor for Visiting Students (for undergraduate Visiting Students) or Tutor for Graduates (graduate students and postgraduate visiting/exchange students).

Undergraduates are invited to complete a teaching feedback questionnaire every term. This provides a forum for comments and constructive suggestions on how to improve tutorial and class arrangements. Postgraduate students are invited to complete a feedback survey once per year. This survey focuses on College-based provision for postgraduate students: domestic arrangements, pastoral and welfare support,

as well as academic support through the College Adviser system. These surveys are not the appropriate vehicles for concerns of a serious nature and it is not expected that students should wait until the end of term before alerting the College to a problem, as that might not give appropriate time for resolution.

Domestic matters

If the concern relates to an aspect of the College's provision for accommodation (including allocation of rooms), catering, facilities or services, it should be discussed with the Domestic Bursar.

College staff conduct or behaviour

Except in cases of harassment, concerns about the conduct or behaviour of College support staff should be discussed with the Domestic Bursar, and concerns about the conduct or behaviour of academic staff should be discussed with the Senior Tutor.

Cases of alleged harassment should follow the harassment procedure: for which see Section 15.11.

After you have raised your concern

The person with whom you raise your concern may wish to discuss it with you and/or make enquiries of others before reaching a decision on what if anything needs to be done. They may refer your concern to someone else within the College who is more appropriately placed to respond. They may decline to deal with the concern informally, in which case you will need to pursue it as a formal complaint.

The person with whom you raise your concern will inform you of his or her decision and any proposed course of action without undue delay. Matters raised will be treated in confidence where appropriate.

If you are dissatisfied with the outcome, you may pursue the matter as a formal complaint.

Formal procedure

You may make a formal complaint about any College matter at any time, regardless of whether you have first raised the matter informally.

Stage 1: Initiation

Complaints must be made in writing and clearly identified as a formal complaint. The letter initiating the complaint should describe in detail the nature of the complaint, the facts giving rise to it, and your preferred outcome. A copy of that letter and all subsequent correspondence regarding your complaint (including any appeal) will be kept in a College Complaints Register held by the Domestic Bursar and accessible to such College Officers and staff whom the Domestic Bursar considers need access to the information in order to carry out their duties. The Vice-Principal shall keep a separate register of any complaints against the Domestic Bursar.

Complaints must be addressed to the appropriate Officer, as follows:

- For complaints involving a tutor or the provision of teaching, the Senior Tutor;
- For complaints involving a student member, the Senior Dean;
- For complaints involving College accommodation, facilities or services, or domestic/administrative staff, the Domestic Bursar;
- For complaints relating to a financial matter, the Finance Bursar;
- For complaints relating to a College Officer (including the Principal), the Vice-Principal;
- For complaints involving a mix of the above or any other matter, the Vice-Principal.

If you do not wish your complaint to be dealt with by the Officer identified above, you may direct it to the Principal with a written explanation of why you would like someone other than that Officer to handle it. It will be for the Principal to decide whether someone other than the Officer identified above should deal with your complaint, and if so who. You will be informed of the Principal's decision in writing.

Your complaint will be acknowledged in writing within five working days.

Stage 2: Investigation

The Officer, assisted by an administrative officer or other member of staff, will invite you to a meeting to discuss the complaint and ask any questions they have about its content. This meeting will normally take place within ten working days of receipt of the complaint. You may invite another student of the College, or a Fellow of the College or a JCR, MCR or OUSU Official to accompany you.

After meeting with you, the Officer will investigate the matters raised in the complaint. In order to do so they

may need to speak with others, and/or to seek clarification or further information from you.

If, in the opinion of the Officer, the matter raised by you as a complaint affects a substantial section of the College community, they may choose to refer it to a Committee of the College with JCR and/or MCR representation.

The Officer (or Committee) will ordinarily make a decision about your complaint within 20 working days of receipt of the complaint. You will be informed of the decision and the reasons for it in writing.

Stage 3 (optional): Appeal

If you are dissatisfied with the outcome of your complaint, you may appeal in writing to the Principal within five working days. The letter of appeal should describe in sufficient detail the reason for your appeal, and include a copy of the decision against which you are appealing.

The Principal will acknowledge your appeal in writing within five working days, and report back on their deliberations within ten working days. The Principal's decision is final, notwithstanding the right of appeal to the Office of the Independent Adjudicator for Higher Education.

Stage 4: Monitoring and reporting

The Domestic Bursar will keep a register of the complaints made using the formal procedure, and a summary of numbers and outcomes will be reported annually to the Governing Body at the start of Michaelmas Term, along with recommendations for any action required in response to issues identified in complaints.

Appendix 5: Glossary

Battels	The charges made to a member of a college (student or Fellow) for accommodation, meals, etc
Blue	The Blue is the highest sporting achievement at Oxford and Cambridge and is awarded only to members of certain sports clubs who have competed in the annual Varsity Match
Bodleian Library	Also known as 'the Bod'. The largest of the University's many libraries. It is named after Sir Thomas Bodley
Chancellor	Elected by Convocation, the Chancellor is the ceremonial head of the University. The current Chancellor is Lord Patten of Barnes
Collections	College exams taken at the start of each term on material covered in the previous term, or in special circumstances, such as Penal Collections which a student may have to take if tutors are concerned about poor performance
Collegiate University	The University of Oxford, comprising the academic divisions and departments, Academic Services and University Collections (ASUC) and University Administration and Services (UAS), together with the Oxford colleges and permanent private halls
Coming up/Going down	Arriving at Oxford at the beginning of the term/leaving at the end (cf sending down)
Commoner	A student who does not have a scholarship or exhibition
Degree Days	Various days throughout the year on which students may graduate
Division	There are four academic divisions – Humanities; Mathematical, Physical and Life Sciences; Medical Sciences; and Social Sciences
Domestic Bursar	The college officer (often a Fellow of the College) with overall responsibility for domestic aspects of college life, including accommodation, security, catering and housekeeping, external lettings and sometimes sports facilities and administrative non-academic staff
Don	A professor, a lecturer or a Fellow
DPhil	Doctorate of Philosophy. The PhD is known as the DPhil in Oxford
Eights	Inter-collegiate rowing races, held in Trinity Term
Examination Regulations	The large grey book containing details of syllabuses for all courses, currently issued to all students as they start their course. Also known as The Grey Book and formerly called the Examination Decrees
Exhibition	A lesser student scholarship
Fellows	In colleges, the senior members of college who, together with the college head, constitute the governing body of the college. Colleges may also have other categories of fellow, such as honorary or emeritus fellows, who are not members of the governing body. There are also research fellowships of various kinds in the University
Finals	Final examinations at the end of three or four years as an undergraduate student – the level of degree awarded is largely dependent on performance in these exams
Finance Bursar	The chief financial officer of a college

First	Highest class of degree
Fresher	A first-year student
Formal Hall	A traditional meal held in college. Depending on the college, formal attire and/or gowns may be worn, and guests from outside the college may be invited
Full Term	The main undergraduate teaching period at Oxford. It lasts for eight weeks and runs from Sunday of First Week to Saturday of Eighth Week. The dates of Full Term are prescribed by Council and are published in the Gazette and on the University website
Governing Body	The body defined in the Statutes of each college that has responsibility for the governance of the college. Most governing bodies meet three times a term to conduct college business
Graduate	Someone who already holds a university degree. Strictly speaking, someone taking a course of study after graduation is a postgraduate, but in Oxford the two terms are used interchangeably
Head of House (Principal)	The Head of a College, known variously as the Dean (Christ Church), the Master (Balliol, Pembroke, St Catherine's, St Cross, St Peter's and University College), the President (Corpus Christi, Kellogg, Magdalen, St John's, Trinity and Wolfson); the Principal (Brasenose, Green Templeton, Harris Manchester, Hertford, Jesus, Lady Margaret Hall, Linacre, Mansfield, St Anne's, St Edmund Hall, St Hilda's, St Hugh's and Somerville), the Provost (Oriel, Queen's and Worcester), the Rector (Exeter and Lincoln), and the Warden (All Souls, Keble, Merton, New, Nuffield, St Antony's and Wadham)
High Table	The table in a college dining hall, often on a dais, at which the Head of House and Fellows dine. Guests may sometimes be invited to High Table
Hilary Term	The second of the academic year's three terms, running from January to mid-March (c.f. Michaelmas, Trinity)
JCR (Junior Common Room)	In addition to being the formal undergraduate student organisation of a college, the Junior Common Room is the hub of undergraduate social activity; also a physical location in a college for student recreation. (c.f. MCR and SCR)
Junior Research Fellow (JRF)	A college academic post for those who are starting out on a research or academic career. It is usually a three-year fixed-term appointment at post-doctoral level or equivalent.
Lecturer	Lecturers are those who have the responsibility to present lectures, to which all University students in that discipline may go. In Oxford, not all lecturers are Fellows of colleges
Long Vac	Long vacation - the name widely used for the period between the end of the Trinity Term and the beginning of the Michaelmas Term each year
Matriculation	Matriculation confers membership of the University on those students who are enrolled at the University of Oxford and following a degree-level course
Michaelmas Term	The first term of the academic year which begins in October and ends in December (c.f. Hilary, Trinity)
MCR (Middle Common Room)	The self-governing body and social centre for graduate students in a college. Fourth year students are also granted MCR membership. The MCR is also a room located in the college

Norrington Table	A league table of colleges published annually, showing comparative performance of students in Finals
Noughth Week	The week before the beginning of Full Term
Oxford SU	Oxford University Student Union (formerly OUSU).
PGCE	Post-Graduate Certificate in Education
PGR	Research graduate
PGT	Taught graduate
Pigeon Post	Nickname for the University Messenger Service, the free internal mail system
Postgraduate	A student who is studying having already completed (at least) one university degree. Often referred to as a Graduate or Graduate Student
PPE	The study of Philosophy, Politics, and Economics
Prelims	(abbrev. Preliminaries) Preliminary examinations are first year examinations and are not classified into Firsts, Seconds etc. These are only awarded on a Pass/Fail/Distinction basis. See First P.E. (c.f. Mods)
Proctors	The two Proctors (Senior and Junior) are elected each year by colleges in rotation to serve for one year. The statutes provide that they 'shall generally ensure that the statutes, regulations, customs, and privileges of the University are observed. They serve on the University's main committees and where not members of committees may receive their papers and attend meetings but not vote. They have responsibilities under the statutes and regulations for aspects of student discipline, for ensuring the proper conduct of examinations and for dealing with complaints. They also carry out ceremonial duties, e.g., at degree ceremonies
PVC	Pro-Vice-Chancellor. There are five Pro-Vice-Chancellors with specific, functional responsibility for Development and External Affairs; Education; Personnel and Equal Opportunities; Planning and Resources; and Research.
Recognised Student	A student working in Oxford for up to a year (i.e., one, two or three terms) but not preparing for a higher degree – they are entitled to use library and other University facilities, but do not have college association
Registrar	The Registrar is the senior administrator within the University and is formally Secretary to the Council of the University. He is responsible to the Vice-Chancellor and to Council for the effective organisation of the University's administration and is line manager for a large number of senior officers within the administration
Rustication	The withdrawal of the right of access to the land, buildings, and facilities of the University, including teaching, exams and all related academic services, for a fixed period of time or until specified conditions are met. It usually occurs as a result of a major disciplinary offence
Schools	Various meanings - can refer to Examination Schools, a large building on High Street where some exams are taken, and lectures are held; or to Prelims/Mods/Finals in general "to take Schools"; or to a course "Honour School of Philosophy"
SEH	St Edmund Hall

Sending Down	Known as 'termination of course'; where a student is expelled from the University for failing the First Public Examination twice, or from college for failing penal collections, or for a disciplinary offence
Senior Dean	A Fellow responsible for supervising the conduct and discipline of the Junior Members of the College. To be 'deaned' is to be sent to the Senior Dean, Junior (Discipline) Dean or Assistant Junior Deans
SCR	Senior Common Room - the organisation to which all Fellows and College lecturers belong. The SCR is also the name of the room in college which is used by SCR members for a coffee and reading room, as well as for special events hosted by SCR members. (See also the JCR and MCR)
Sheldonian Theatre	The main ceremonial hall used by the University for events such as Encaenia, Matriculation, and degree ceremonies
Subfusc	Formal attire worn by students and academics on formal occasions, including matriculation, examinations, and graduation. It is made up of dark suit, skirt or trousers, a white shirt or blouse and a white or black bow tie, black full-length tie, or black ribbon, worn with a black gown and a mortarboard. The name derives from the Latin subfuscs, meaning dark brown
Supplicate	Ask for a degree to be conferred at an award ceremony
Teddy Hall	Affectionate name for St Edmund Hall
Torpids	Inter-collegiate rowing races, held in Hilary Term
Trinity Term	Summer term (c.f. Hilary, Michaelmas)
Tutor	Someone who teaches students on an individual basis or in pairs. They may be a Fellow, JRF, or a graduate. They act as both a teacher and an academic guide
Tutorial	Undergraduates attend, on average, one hour-long tutorial every week, either on a one-to-one basis or with one or two other students. Students must undertake a considerable number of hours' preparatory work for each tutorial, including background reading, essay-writing and problem-solving
Tutorial System	The college teaching system whereby undergraduates are taught in very small groups by a tutor (usually a Fellow of the college). Through tutorials, students develop powers of independent and critical thought, analytical and problem-solving abilities, and skills in both written and oral communication and argument
Undergraduate	Someone studying for their first degree
Varsity	University, especially when concerned with sport
Varsity Match	Sporting fixture between Oxford and Cambridge (c.f. Blue).
Vice-Chancellor/VC	The senior officer of the University. The role of the Vice-Chancellor is to provide strategic direction and leadership to the collegiate University, and to position and represent the University internationally, nationally, and regionally. The Vice-Chancellor chairs Council and other major University bodies and nominates deputies to chair others. He or she works closely with the colleges to ensure a coherent vision across all the constituent parts of the University, and with Council, Congregation, the academic divisions, and the Conference of Colleges to ensure that the governance, management, and administration of the collegiate University are efficient and effective

Viva	(abbrev. Viva Voce) oral exam