



St John's College
Oxford

Domestic Arrangements 2022-23

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DOMESTIC ARRANGEMENTS 2022/2023

The following pages outline some guidelines and rules (though these are not exhaustive) for undergraduate students using the facilities in College. Our aim is to provide support during your stay in College accommodation and to ensure that you have a wonderful experience during this period. The Document is orientated around Undergraduate students, but specific difference for Graduate students are highlighted throughout.

The College has adopted the Universities UK Code of Practice for the Management of Student Housing, details of which can be found at <http://www.thesac.org.uk/>

All undergraduates and graduates occupying College rooms are required to sign a room licence agreement, which they will receive on arrival. Students living in couples' accommodation will be required to sign a tenancy agreement. Any complaints concerning accommodation should be directed in the first instance to the Accommodation Office (accommodation.office@sjc.ox.ac.uk). If the issue cannot be resolved, it will be passed to the Domestic Bursar for further investigation.

If you have any questions:

General accommodation matters are dealt with by the Accommodation Office whose offices are located in the Bursary building – N7 in North Quad - or via email at accommodation.office@sjc.ox.ac.uk.

COLLEGE ACCOMMODATION

College rooms are generally located in sections and blocks called 'Staircases'.

Student rooms: The College is proud to be able to provide single room accommodation for all its undergraduates and first year graduates (who apply for housing by the deadline of 31 July). All are single rooms for single occupancy and cannot be shared. Rooms are allocated by the Accommodation Office to all students in their first year. In subsequent years a ballot system is operated by the JCR and MCR Committees during Hilary Term. For full information on the ballot procedures and the rules relating to entering the ballots, please refer to JCR or MCR committees.

The majority of rooms have access to shared bathrooms but a number of rooms are en-suite. These are generally not available to 1st Year students unless they have a proven medical need for a private bathroom. In these cases, the student must contact the College's Disability Co-ordinator (Elaine Eastgate elaine.eastgate@sjc.ox.ac.uk) on receiving their offer and well in advance of arrival. Please do not wait until you arrive to tell us of a medical need, as by that time it will be too late to allocate an appropriate room.

In general, rooms will be allocated to all first-year students at random. If you wish to make a request for a specific type of room, please let us know well in advance of the start of Michaelmas Term. We will do our best to offer a suitable alternative.

Graduate only:

Couples' Accommodation: There are a limited number of self-contained flats available for those students who are **living full-time with a partner** (i.e. both parties must live in the flat as their only accommodation) and/or with children. Flats are **NOT** available for friends or family members to share and where there is more than one bedroom this cannot be sub-let to, or otherwise used by, a third party. For all subsequent years of study, a ballot system is operated during Hilary Term by the MCR Committee for graduate students.

Students applying through the MCR flat ballot must expect to be within their Standard Completion period during the academic year for which they are applying for a flat. Students who are granted leave to supplicate part way through the academic year in question may be required to vacate their accommodation.

If, during the tenancy year, the student's personal circumstances change (eg. they are no longer living full-time with a partner or have suspended their studies), they must inform the Accommodation Office immediately. It may be possible for students to remain in their flat during a period of suspension from study, or following completion of their course if this is before the end of the tenancy, but they may be liable for full commercial rent for that period. Tenancy agreements can only be issued in the name of the St John's student, the partner cannot be included unless they are also our student. If a student no longer wishes to live with their partner, the partner will not be able to remain in the property if the student moves out.

Students with children/dependents: Where possible, students with children/dependants may be offered a 2 bedroom flat suitable for children, subject to availability.

Students who have children, or are expecting a child, during the academic year in which they are applying for accommodation must expect to be within their *Standard [Completion period](#)* during the academic year for which they are applying for a room. Students who are granted leave to supplicate part way through the academic year in question may be required to vacate their accommodation.

The process for applying will be managed by the Domestic Bursar and overseen by the Fellow for Equality. Students wishing to make an application for accommodation based on family needs should contact the Domestic Bursar by no later than 0th week, Hilary Term. Students whose situation changes after this date may still make an application which will be reviewed on a case by case basis and subject to availability.

If a student or their partner is expecting a baby, the Accommodation Office should be informed in plenty of time as we have a duty to assess and update records for health and safety/emergency purposes.

Accommodation for students with children/dependants is offered on the understanding that a student remains a full-time student of the College for the full current Academic Year and is limited to the period the student is enrolled full-time and in their full fee-paying period.

Cleaning of student rooms: All student rooms are cleaned regularly by College cleaning

staff (known as Scouts), except during the Christmas close-down periods. We provide general, mixed recycling and food waste bins which are emptied regularly by the Scouts. Students are expected to keep their rooms tidy at all times to enable Scouts to carry out their duties effectively in each room every weekday morning (details of their duties are on the College website: <https://www.sjc.ox.ac.uk/current-students/accommodation/>)

Staff entering student rooms: Students must allow their Scout access to their room **at least twice during the working week** for the purpose of cleaning and maintenance of the facilities. If a student puts their “Do Not Disturb” sign on their door for 3 consecutive days, the Scout will enter the room on the third day, whether or not the sign is out. Students are asked to co-operate with their Scout to help them to maintain the cleanliness of College rooms. If a Scout finds a student room door unlocked and the student not in the room, they will lock it for security reasons. They will also remove and dispose of any wedges or other items found holding fire or room doors open.

In cases of emergency, or where a maintenance issue has been reported (either by the student or by the Scout or another staff member), staff will enter a student room **without appointment** and regardless of whether or not they are in the room at the time.

Furnishing of rooms: In most cases this consists of a single bed and all bedding/bed linen, storage for clothes and books, a desk, desk chair and lamp, a small fridge and (space permitting) some informal seating.

Personal furniture: In exceptional circumstances, these furnishings may be supplemented with personal furniture, provided that there is enough space and the Scout confirms that they can still clean the room effectively. No College furniture can be removed from the room as a result and it cannot be swapped into another room to make way for your own furniture. Permission must be obtained from the Accommodation Office in advance to keep any personal items of furniture in your room; items should be **registered** on the form at the end of this document.

Any personal (soft) furnishings such as chairs, sofas etc. **must** have the original fire safety label attached to them and **must** comply with current fire safety standards. Photographic evidence of the intact fire safety labels will be required before permission can be granted for such items to be kept in student rooms.

If not easily portable, it may be possible to leave these **registered** items in your College room over the Christmas and Easter vacations **only** (i.e. **NOT during the summer vacation when all personal items must be removed and taken home**). College cannot take responsibility for accidental damage to items left in this way, and items of high value will not be accepted.

Exercise equipment (e.g. fitness bikes, rowing machines) is not allowed to be kept, or used, in student rooms.

Beds: Students **cannot** have their own bed or mattress in College, except in cases of extreme medical need and only when supported by a doctor’s letter or medical certificate. Any student with such a medical must **first** liaise with the College’s Disability Co-ordinator (Elaine Eastgate in the Academic Office, email elaine.eastgate@sjc.ox.ac.uk), who will determine whether College is required to make this adjustment in order to assist a student in the course of their studies. Specific arrangements must then be made with the Accommodation Office in advance of the purchase/delivery of any bed or mattress.

If the University Disability Advisory Service (or Government authority) is purchasing any item

of furniture for you on the grounds of disability, you must inform the College Disability Co-ordinator and the Accommodation Office in advance so that all necessary arrangements can be made.

Spare beds/mattresses for students' visitors are not permitted except for air mattresses, which must be deflated and stored when not in use.

Care of your room and its furnishings: Faults and/or damage to furniture or the fabric of the room should be reported to the Accommodation Office (accommodation.office@sjc.ox.ac.uk) as quickly as possible. For routine maintenance (replacement of light bulbs, minor repairs etc.) you can email or visit the Stores team (stores.management@sjc.ox.ac.uk). In an emergency or out of hours (i.e. after 4.30pm on weekdays, all day at weekends and Bank Holidays), please contact the Lodge (lodge@sjc.ox.ac.uk or call 01865 277300). The repair of any damage caused by a student or their guest/s may be charged to the individual.

Most student rooms are provided with a notice board and we request that students use these for putting up their photos and other personal decoration and not hang/stick them on the walls. Walls, paintwork and woodwork must not be marked or damaged (*blue/white tack, sellotape and drawing pins should not be used*). Carpet tiles must not be taken up/removed and curtains must not be taken down. **College furniture, beds and bedding must not be removed from rooms or swapped with other rooms.**

Please note, candles are prohibited from all College rooms, regardless of whether or not they are being used.

Bed Linen: All bedding and bed linen is provided: 1 pillow, 1 duvet, 1 mattress cover, 1 pillowcase, 1 duvet cover, one sheet and in some rooms, a bedspread. Bed linen is laundered by the College and your Scout will provide clean bed linen every two weeks. Students must strip and remake their own beds and used linen should be left by your waste bin for your Scout to collect. Towels are NOT provided.

Laundry: The majority of the laundry machines are operated by Smart Cards, which can be topped up on line in units of £5 or £10. The current laundry charge is £1.50 per wash and £1.00 per dry. Kendrew laundry machines are operated via contactless.

Personal Laundry: For personal laundry, washing machines and driers are available in laundry rooms in staircases N3 (North Quad), Middleton Hall, Garden Quad and Kendrew Quad. Those living in some external houses may have their own laundry machines, as may those living in some of the flats. Those using College laundry facilities must provide their own laundry liquid/powder and keep it in their rooms. The machines (except those in Kendrew Quad, which operate via contactless) are operated by Smart Cards (uniquely coded to each College), which are available from the North Quad laundry room and which can be topped up on line in units of £5 or £10. Refunds cannot be made on cards with credit remaining at the end of term, nor can the cards be "sold" back to College.

Any problems with the machines or with the operation of the card must be reported immediately. Details on who to contact are displayed in the location of the facilities being used.

Wet washing should not be hung in any rooms to dry, because of the condensation this causes, which can lead to mould and damage to the fabric of the building/room. Nor should washing be hung on landings, in stairwells or out of windows, nor on heaters of any kind, as this can lead to smoke/fire and activation of the fire alarms. Ironing is not permitted in student rooms and should be done only in the laundry rooms, where irons and ironing boards are

provided.

Electrical appliances: UK voltage is 240V and plugs have 3 square pins. Students must ensure that they use appliances which operate at this voltage. Occupants must not alter or extend any of the electrical fittings in the College. Do not connect any equipment, other than lights, to lighting circuits. Un-fused adapters and extension leads are not to be used. Personal electrical equipment brought to College and used by students is the responsibility of the individual. Students are advised to maintain their equipment in a safe condition, ensuring that correct rated fuses are used and plugs are to British Standard BS 1363. Leads and connectors are to be in good condition, not worn, perished, split, twisted or stretched. If in any doubt, speak to the Works Department, who will be able to offer advice.

If a student's personal electrical appliances have a visible defect, College staff will advise the student to have it repaired or disposed of. In the event that the student does not comply, College reserves the right to have the item removed if its use is considered to be dangerous.

A small refrigerator is provided in all rooms. It is your responsibility to ensure that this is kept clean and that it is emptied completely when vacating the room at the end of each term.

Heating: Heating is included in the accommodation charges.

All student rooms contain additional booster heaters. If you are in doubt about which is your booster heater, or how it operates, please speak to the Works Department for clarification.

Night storage heaters instead of water filled radiators are provided in some rooms for background heating. They should not be covered, since this can cause damage. If this should happen, the College reserves the right to charge the occupant of the room with the cost of repair.

Please be aware that Kendrew rooms have a heated towel rail in the bathroom. These can be turned off so that each occupant can decide when and for how long they are used.

Hygiene: Students are requested to use the sanitary bins provided for the disposal of sanitary products and not put these items down the toilets. Toilet paper should be flushed down toilets and not put into rubbish bins. **Wipes of any kind, whether flushable or biodegradable, are not permitted in College toilets.** They should **not** be flushed down any toilets, whether on the main site, in an off-site house or off-site flat. These wipes do not break down - they also block the drains and can cause damage to the College's waste system.

Televisions: You need a **TV Licence** to watch or record live programmes on any channel, on TV or live on an online TV service. You need to be covered by a TV Licence to download or watch BBC programmes on demand, including catch up TV, on BBC iPlayer. This applies to any device and provider you use. To obtain a Licence please call 0300 790 6079 or visit the website at www.tvlicensing.co.uk. The College's television licence does not cover students.

Landings/staircases: please note, belongings must never be stored or left at any time on staircases or landings as these are fire escape routes that must be kept clear at all times. Anything left in these areas is liable to be disposed of without warning and **IF NECESSARY A MINIMUM REMOVAL CHARGE OF £50 WILL BE MADE TO THE STUDENT.**

Early arrival: Undergraduate students arriving before Thursday of 0th Week of Michaelmas Term will be charged each day for their accommodation, at the corresponding rate for that room. This applies to both first year and returning students.

End of term: Undergraduates are required to leave their rooms at the end of each term. On departure, rooms must be completely cleared of **ALL** possessions – this includes the contents of the room fridge, all cupboards/chests of drawers, under the bed, on top of the wardrobe etc. Your individual kitchen cupboard should be cleared of any perishable items and you should remove anything you have in any communal kitchen drawers. Fridges and freezers (including communal ones in kitchens) **MUST** be emptied **EVERY vacation** to allow them to be defrosted and cleaned, regardless of whether students have vacation residence and are remaining in their normal termly accommodation. **At the end of Trinity Term**, all students should remove anything they have in kitchen cupboards, drawers and fridges/freezers. Anything left behind will be disposed of.

Nothing should ever be left in corridors or on landings or in communal areas, nor left in the room with a note asking the Scout not to dispose of it. **ANY ITEMS LEFT AFTER A STUDENT HAS DEPARTED WILL BE DISPOSED OF AFTER A 30 DAY PERIOD AND A DISCRETIONARY MINIMUM STORAGE CHARGE OF £50 WILL BE MADE TO THE STUDENT. THIS MAY BE INCREASED WHERE COLLEGE IS CHARGED AN ADDITIONAL FEE FOR DISPOSAL OF LARGE OR ELECTRICAL ITEMS.**

When you vacate your room at the end of term, return your room key to the Lodge and ensure that your key is signed in by a Porter.

ACCOMMODATION LICENCES

Rents and Charges:

Room rents and general facilities charge: The charges for accommodation for the academic year 2022-23 will be:

Grade of room	£ Per Term (58 days)	£ Per day
A	1213.94	20.93
B	1142.60	19.70
C	1106.06	19.07
D	1078.80	18.60
E	1036.46	17.87
SPS (single person set)	1276.58	22.01
One-bedroom flats	£672.71 per month	
Two-bedroom flats (except Observatory Street)	£829.35 per month	
Two-bedroom flats in Observatory Street	£814.34 per month	
Three-bedroom flat in St John Street	£984.92 per month	

Students occupying rooms (but not couples' accommodation) also pay a general facilities charge relating to the general provision of services; at present this is £242.40 per term.

Those living in flats are also responsible for setting up and payment of their own utilities (except water) and any Council Tax payable by their partner.

Invoices (battels) will be sent to all students by email at the beginning of each term and should be paid within one week of their receipt, preferably by bank transfer.

Period of occupation: Undergraduate students are expected to occupy the rooms allocated to them as per the Licence Agreement. Should they decide not to take up residence, 4 weeks' notice must be given before the start of Michaelmas full term, otherwise the College may hold them liable for any financial loss, up to a maximum of four weeks' rent. Normally,

rooms may only be permanently vacated at the end of full term. The only exceptions to this are when a student has a home or medical emergency which requires them to leave their accommodation at short notice, (or where a student suspends their studies, in which case they will be expected to vacate their room immediately). Normally no rent rebate will be given for the period of term remaining and the general facilities charge will not be refunded.

Graduate only:

Occupancy: Graduates are expected to occupy their rooms in College for the full academic year up to the changeover date (**10am on 15 September 2023**), but they must vacate their room before that date if they have an earlier course end date, if they suspend their studies, or if they are given Leave to Supplicate.

Should they decide not to take up residence then 4 weeks' notice must be given before the start of Michaelmas full term, otherwise the College may hold them liable for any financial loss, up to a maximum of four weeks' rent.

Whatever accommodation they are in, if a student suspends their studies, or is suspended, or completes their course of study, **it is expected that they will vacate their accommodation immediately.**

Graduate only:

Flats will be allocated by the Accommodation Office to students for their first year, on a first come first served basis.

Room Charging: Graduates will receive a quarterly bill for their room rent. A fixed charge of £242.40 is charged termly, which equates to 3 of the 4 quarters.

Graduate residents receive a maximum of 36 days per year as a Residence Grant that can be used at any time. Credits for grant nights will be applied to Battels for each payment period.

Where students have periods of work placement (i.e. medics working in hospitals that may not be local), they can apply for additional academic related grant days, approved by the Senior Tutor.

Final Departure: Graduates must inform the Accommodation Office, by email and with at least two weeks' notice, of their intended final departure date. They must inform the Porter that they are permanently leaving their room when they hand in their keys. Students will be liable for the charges for the duration of the licence, unless they complete their course and no longer have student status. No rebate on the quarterly charge will be given.

VACATIION PERIODS

Storage:

Graduate only:

Storage: College storage is not generally available to graduate students, although if they will be away for several months on fieldwork, or over the summer, they may still enquire with Stores (stores.management@sjc.ox.ac.uk) to find out if any space is available. Please note that storage is generally only open at the start and end of each term.

Vacation Storage: For undergraduates, the College maintains storage areas in the basements of TW Quad staircase 4, Garden Quad staircase 1, 30 Museum Road and Kendrew Quad B35. This is for use **only** during vacations, it is not available for use during term and any items left in storage (including empty boxes and suitcases) and not collected by **Week 2** of full term will be disposed of. Only in exceptional circumstances (and by **prior arrangement** with the Stores team) is it possible for students to access or use storage during term. Storage is **only** available to current members of College for their own personal possessions. It is **not** for use by friends of members. It cannot be used over the summer vacation by students who have finished (including those who are going on to a graduate course of study), or by students who have not yet arrived to take up their place at St John's. It is not available to students who are suspending their studies.

College is under no obligation to house items for students and any use of the storage space is at the discretion of the Accommodation Department. The College does not accept responsibility for items placed in storage (or for possessions left, inadvertently or not, in student rooms).

UK-based students should take as many of their belongings home as possible so that there is sufficient storage for non-UK students. Items for storage must be in strong, sealed containers (e.g. plastic boxes or solid suitcases) and each item must be clearly labelled with the full name of the student (as registered with the College) and their current room number. Loose items or items in unsecured or flimsy containers (e.g. plastic bags) will not be accepted. Items are accepted on a first come first served basis and when storage is full there is no possibility of storing items anywhere else in College.

Student storage is **ONLY** open during 0th and 1st Weeks and 8th & 9th Weeks of each term, Monday – Friday. Additionally, Kendrew storage is also open at 10am on the Saturday of 8th week. There is **NO** access to storage outside these periods except by prior arrangement with Stores (stores.management@sjc.ox.ac.uk) but please note that there is **no access** to storage in the evenings, at weekends or Bank Holidays for any reason, as staff do not work at these times. Lodge staff DO NOT have access to College storage. Please do not leave belongings outside the storage areas when they are unstaffed.

Storage opening times: WEEKDAYS 0-1st Week and 8-9th Week and at 10am on Saturday of 8th Week (Kendrew only). Students must arrive promptly, as staff are only available for a limited time in each location

- Kendrew basement – 10am & 2pm (and 10am on Saturday of 8th Week)
- Garden Quad 1 basement – 10:30am & 2:30pm

- Museum Road 30 basement – 11am & 3pm
- TW 4 basement – 11:30am & 15:30pm

Items not permitted in storage (this list is not exhaustive):

- Furniture, eg chairs/mattresses/clothes storage hangers/clothes airers.
- Items of high value, eg TV's/computers/musical instruments/small appliances.
- Large items, eg oars/mirrors/bicycles or anything that will not safely fit into the allocated suitcases or boxes.

PLEASE DO NOT LEAVE IT TO THE LAST MINUTE TO TAKE YOUR THINGS TO STORAGE; if it is full, you will have to take them home with you.

There are several companies which offer a door-to-door service, both within the UK and abroad, for the transportation of luggage. Students (especially UK based) who do not have transport for their belongings or who cannot fit them into College storage may wish to investigate this option. Although College is not able to recommend them, and students who use them do so at their own risk and at their own expense, here are some links:

<https://www.mybaggage.com/student-shipping>
<https://www.luggagedeliverycompany.com/>
<https://www.sendmybag.com/>

Vacation Residence:

Please refer to the Vacation Residence Policy document on the intranet.

Vacation Residence can be requested by students enrolled on an Undergraduate degree course for additional days' accommodation outside of the period of their student tenancy licence, up until the end of 9th week of Trinity term in their final year. Vacation Residence can be used to support students with their academic work, including extended terms and exams, or for other exceptional reasons.

All Vacation Residence requests must be made through the 'Residence Request system' on the College Intranet and must be made within the termly application dates. Late requests will not be considered, unless there are extenuating circumstances. Information on how to apply, and a link to the system, will be circulated each term during 4th Week.

Requests for time in 0th week and 9th week in Hilary and 0th week in Trinity terms can be requested for academic reasons and will be automatically processed. However due to College wide activities, vacation residence during 0th, 9th and 10th weeks of Michaelmas (Christmas) Term will only be approved in exceptional cases where there is a significant academic reason to stay. Vacation Residence is also limited in 9th Week of Trinity (summer) Term. Requests for residence during any of these weeks (or at any other time during the Christmas, Easter or Summer vacations) can only be approved by Tutors or the Deans.

College reserves the right to move any student with vacation residence to a temporary room, including Finalists if necessary.

Vacation Residence Grant: A set number of Grant nights are available for students to claim each year; these cannot be carried over into successive years. Year 1: 14 nights, Year 2: 14 nights, Year 3/4: 40 nights.

Extended Licence

A new Vacation Residence Policy was agreed by Governing Body in Trinity Term 2022. Part of this policy was to introduce an 'Extended Licence' (from 0th week Michaelmas to 8th week Trinity), to support undergraduate students for whom the process of leaving for the shorter vacation periods at Christmas and Easter can be disproportionately difficult - and to enable them to stay in College accommodation during these periods, without the need to apply for vacation residence.

Who is eligible for an 'Extended Licence'?

Applications for the Extended Licence is only available to:

- International students (those who have 'overseas' or 'EU' fee status or students with home fee status but resident overseas)
- Students with disabilities that would make it difficult for them to pack their rooms and depart for the shorter vacation periods

Students making an accommodation request based on disability-related grounds should request an extended licence as part of their application for accommodation based on disability-related grounds. The extended licence for applications on disability-related grounds will only apply to students who are approved through this process.

What does an Extended Licence include?

As part of the Extended Licence, all vacation nights (nights outside of official term dates) will receive a 50% discount. By accepting an Extended Licence you are agreeing to the full period of the licence (from 0th week Michaelmas to 8th week Trinity) and to be charged for all nights within the licence period regardless of whether you chose to depart College accommodation for any dates within the vacations, and cannot revert to a standard accommodation licence afterwards. As the Extended Licence is discounted and includes the Christmas and Easter Vacation, those on this licence will not also be eligible for Vacation Residence Grant Days.

Additional vacation residence days at the end of Trinity term, at the end of the Extended Licence, should be requested via the Intranet 'Vac Res Booking system. The licence gives provision to remain in College accommodation, however, you may be asked to move room during the vacation periods.

GENERAL INFORMATION ON LIVING IN COLLEGE

Members of the College are required to respect each other's living and working conditions. They should not interfere with the teaching, study or research of other members, nor do anything likely to cause annoyance or offence to any person in or near the College.

Guest rooms: The College provides two twin-bedded en-suite guest rooms for use by students' visitors. Please be aware that neither room is adapted for wheelchair users and may not be suitable for visitors with mobility issues. To enquire about availability and to book, students should email lodge.room.bookings@sjc.ox.ac.uk Emails must be sent from the student's sjc email address; bookings from personal email addresses will not be accepted.

Bookings are restricted to 2 consecutive nights only, unless the visitor/s is/are travelling directly from abroad, in which case the maximum is 5 consecutive nights. The full name(s) of the guest(s) must be given at the time of the booking enquiry. The charge for guests of current students is £25 per person per night, inclusive of breakfast and VAT and this charge will go on the student's battels (termly invoice). Please cancel any unwanted bookings in good time (not less than 48 hours in advance) otherwise the full rent will be charged to the student's battels, as the rooms are in high demand. Students MUST be in residence in College/Oxford at the time of the visit, bookings cannot be made for visits during the vacations if the student will not themselves be in College, as they are responsible for their visitor. Please note that student visitors will not have access to the wi-fi or the University network nor any College facilities other than Hall/Kendrew Café, when accompanied by the student.

Nobody under the age of 16 is permitted to stay in a guest room, a student room or any other College room. However, College does have a limited amount of accommodation which is available to families with children; enquiries and bookings should be made directly through the Accommodation Office (accommodation.office@sjc.ox.ac.uk).

In some circumstances you may wish to accommodate a guest in your room. The following rules apply:

- a) One guest is permitted to stay overnight in a student's room, but for no longer than two consecutive nights.
- b) Students should not have "regular" or constant visitors.
- c) No guest can be accommodated in a student room for more than two consecutive nights without the prior permission of a Junior Dean (juniordeans@sjc.ox.ac.uk) and at least one week's notice must be given. Permission will not be given for frequent visits.
- d) Permission will not be granted for periods longer than 7 consecutive nights except in very exceptional circumstances (for example student illness). For stays of 7 nights or longer and/or in an emergency situation, permission should be sought directly from the Accommodation Office, with at least one working weeks' notice (except in an emergency).
- e) The College must be informed about any guest staying in a student room. This is essential to ensure that guests can be accounted for in case of fire or other evacuation emergency. Please send an email with your room number and the date/s of the stay to overnight@sjc.ox.ac.uk.
- f) Occupants are not permitted to arrange for the use of their rooms by other persons in their absence, except by prior agreement with the Accommodation Office and this will only be considered in exceptional circumstances.
- g) College does not provide extra bedding or beds for students' visitors.

Failure to abide by these rules may render the occupant liable to extra charges or loss of the room.

Security: The College is a relatively secure environment, but students should be vigilant and take suitable precautions:

- **Do not give or lend your room key or fob to anyone.**
- When leaving your room, even for a short period, even when you're staying within your own house or staircase, make sure that you *lock your door*.
- Most rooms in College are fitted with a security chain on the door – these are for your security, they should not be used to hold the door open while you are out of your room.
- Ensure that no unauthorised person is tailgating them
- If a student has any concerns about somebody following them through a gate or door and/or they do not feel confident to turn them away, please contact the Lodge

immediately (01865 277300).

- Gates and doors must *never* be propped open
- If a Scout finds a student room door open and/or unlocked, they will lock it.
- Especially in the houses outside the College, the security of the house and the rooms is largely dependent on the conscientious behaviour and common sense of the residents.

A coded digital Salto tag is provided to each student for access to the College through a variety of external gates, and for entry after the closing of the main gates at 11pm. This fob must not be used to admit any person other than a member of the College or your personal guests. Nobody other than your own personal guest who is staying with you in your room should be given access to the facilities of College or to the facilities in your staircase/house; this is especially with regard to the use of bathrooms or kitchens by non-members.

Keys: If you lose your keys or are locked out of your room or flat, contact the Lodge straight away. Permanent loss of any keys/Salto fobs must be reported to the Lodge immediately. Any student found to be loaning their room key and/or Salto fob to anybody to allow access to College facilities and/or their room, when they are not themselves present, will face disciplinary action from the Senior Dean and the possible imposition of a fine.

Failure to notify loss of a key/fob, or keeping a key/fob in one's own possession and not returning it promptly at the stipulated time.

An automatic charge of £5 is made for the loss of a Salto fob.

An automatic charge of £50 per key set (including the fob) is made for loss of keys.

Other charges which may be applied are:

- spare keys issued by Lodge and returned within 24 hours – no charge
- spare keys issued by Lodge and returned more than 24 hours later but within 48 hours - £25
- spare keys issued by the Lodge and returned more than 48 hours later - £40
- main set of room keys not returned to the Lodge at the end of term (or vacation residence) and still not returned within 14 days - £50 (even if keys are subsequently returned at a later date)

All students should retain their Salto fob for the duration of their course/period of study and only hand it in at the Lodge when they are leaving College permanently, or at the beginning of a period of suspension. On returning to College after each vacation, the fob should be placed on an on-line reader (located at various sites around College, including the main Lodge, the Post-room and the automatic door through from N5 to the car park) to update it, as access will lapse after 30 days.

Insurance: The College does not accept responsibility for the property of students resident in College accommodation - this includes bicycles kept in College bike racks. Please be aware that the College's own insurance will not cover student property. However, the College has agreed to arrange block contents insurance cover on behalf of all students resident in College accommodation. This cover is only valid while students are in residence and covers only those students living in accommodation provided by College; it does not cover those living privately (nor is the cost levied on students living out). Couples living in College-supplied flats are both covered.

The policy is with Endsleigh Insurance and it is your responsibility to ensure that you are aware of the benefits and restrictions/limitations of this insurance cover, **especially with regard to bicycles.**

Information on the level of cover can be found at www.endsleigh.co.uk/student/confirm-your-student-cover/. You will need to enter the HH number, HH1222, and/or St John's College, Oxford as the accommodation provider.

In the event of a claim, students can submit this online at www.endsleigh.co.uk/forms/personal/home-insurance/student-contents-claim-form-a/ or by calling 0844 472 2507, quoting HH1222 as the policy number. You will need the address of your accommodation, if you know it, but for new students this will be St. John's College, Oxford.

The policy is between you and the insurance company, not the College, and any claims will be between you and Endsleigh Insurance. You can arrange top up cover (e.g. for bicycles when not kept in College bike storage/musical instruments etc.) direct with Endsleigh if required, via their website <https://www.endsleigh.co.uk/>.

It is recommended that students with bicycles follow University cycle security guidelines by following this link: [Bike repair and security | Travel \(ox.ac.uk\)](#)

Bicycles: Bicycles must not be parked anywhere in College except in the designated bike sheds/areas provided (located in Dolphin Quad, TW, Garden Quad rear exit and Kendrew Quad, as well as areas around the external houses) and should not be locked to railings. Bikes cannot be kept inside any College buildings, including on landings or in student rooms. Bikes should not be ridden or wheeled through the College, there is direct external access to all bike racks. Unclaimed and unidentified bikes left in College bike racks will be disposed of periodically in organised culls. Students will be given fair warning of the timing of the cull and bikes culled in such a way will either be disposed of or, if they are in usable condition, will be sold and the proceeds given to charity.

Parking: There is no parking available in College for students or their visitors. Returning/departing students can collect a permit from the Lodge which allows 40 minutes' parking in St. Giles on the double yellow lines.

Pets: No pets or any other animals, including emotional support animals, may be brought into or kept in any College properties, except trained assistance dogs, and only with prior permission from the Accommodation Office and the College Disability Co-ordinator.

Ball Games and Frisbee: The playing of ball games, frisbee and similar games is not permitted in any of the College's open spaces or gardens, except for the playing of croquet on the Croquet Lawn, which is located by St Giles house.

College Buildings: Climbing on any part of the College fabric, including walls, balconies, parapets and roofs, is strictly prohibited and any breach of these rules is considered a Decanal matter and will be referred to the Senior Dean. In the case of TW rooms on the top floor, security devices have been fitted to the balcony doors and these must not be tampered with in any way. Windows in TW rooms (and in various other parts of College and external houses) have also been fitted with restrictors. Any student found to have tampered with any such security devices will be reported to the Senior Dean and may also be liable for a charge for any repair.

Booking Function Rooms for Student Events: Some College function rooms may be booked by students via the College Intranet.

Student Post: All students living in single College rooms, regardless of where they're located, MUST use the main College site as their postal address (i.e. St John's College, St Giles, Oxford, OX1 3JP, UK). Students living in couples' accommodation can use the flat address for their post and cannot use the College address for post for their partner.

Every student has a labelled pigeonhole in the Postroom by the main Lodge. The pigeonholes are not large and space in the Lodge itself is limited, so any large items that will not fit into a pigeonhole should NOT be delivered to College; students should use one of the numerous click and collect points in town. As a guideline, sizes which will be accepted at the Lodge are: typical shoe or boot box, soft parcels 50cmx50cm, hard boxes 50cm long x 50cm high. Some Amazon parcels (eg those containing cooking knives, alcohol etc) require photographic ID for delivery. The Porters will not give their own ID so unless the student is present at the Lodge at the time of delivery, these items will be refused. A BOD card is required to collect Royal Mail signed for parcels from the Lodge.

When a student leaves at the end of their course they should provide a forwarding address to the Lodge, regardless of whether they live in a student room, a College flat or privately.

HEALTH, SAFETY

In the case of any emergency, please immediately call the Lodge (01865 277300).

Fire Alarms

You are expected to evacuate whenever the fire alarm sounds. Sometimes this will happen at an inconvenient time or in the middle of the night.

YOU MUST EVACUATE- and on leaving the building go to the nearest assembly point and present yourself to the fire marshal/porter. Please familiarize yourself with the assembly points around college. This info will be in your room, written on the fire notice.

Please allow the porters to investigate the alarm immediately and DO NOT re-enter the building until advised to do so.

Each room contains a notice of "Fire Instructions", which must be studied and obeyed. It should be clearly displayed at all times.

Fire Alarm Testing

This happens every Sunday between 10am-11am. A FULL fire evacuation drill is carried out twice yearly at the start of Michaelmas and Hilary term. All students must evacuate their building safely and quickly during these fire drills.

Help prevent alarm activations

- Never prop a fire door open.
- Keep the doors closed when taking a shower.
- Keep the door closed when cooking and don't leave the kitchen while cooking.
- Be aware that deodorants, hair dryers, shower steam can all set off a fire alarm.

WELFARE

Students who would find it helpful for any reason to discuss their personal welfare are welcome to contact the Fellow for Welfare, Dr Elizabeth Macfarlane, (welfare.fellow@sjc.ox.ac.uk) to arrange a confidential appointment. Other members of the welfare team include the College Counsellor, Dr Denise Barulis (denise.barulis@sjc.ox.ac.uk), and the four Junior Deans (juniordeans@sjc.ox.ac.uk). Both the JCR and the MCR have welfare officers, and peer supporters, whose details are listed on their websites. Students may also arrange

appointments with the University Counselling Service via their website (<https://www.ox.ac.uk/students/welfare/counselling?wssl=1>).

The Fellow for Equality, the Fellow for Women, the Fellow for Ethnic Minorities and the Senior Dean may also be consulted as appropriate.

Medical

If you are new to the UK, this is a very useful website about how the medical system in the UK works <https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare>

Students are strongly encouraged to register with the College Medical Officers, Dr Meriel Raine and Dr Richard Curtis, who have a surgery at 19 Beaumont Street daily by appointment (01865 240501). Students who live out should register their term-time address with the Academic Office.

Medical Emergencies: If you, or anyone you are with, has a medical emergency, or you're unsure whether an ambulance is needed, call the Lodge (01865 277300). Porters are First Aid trained and can assess the situation and call an ambulance if necessary, and can stay with the patient until it arrives.

However, if you feel that the situation is life-threatening and urgent and that an ambulance or paramedic is needed, you should **immediately** call the Emergency Services yourself (9-999 from a College landline, **999** from any other standard landline, 999 or 112 from a mobile phone).

If you have called an ambulance yourself, you should also immediately inform the Lodge, telling them where the patient is and what the situation is, so that they're aware of where to send the ambulance/paramedics if they arrive at the Main Lodge, or one of the other entrance gates. This is especially important if it's late at night when all the gates have been overlocked.

Whatever the situation, it is **VERY IMPORTANT** that whoever calls the ambulance is with the patient at the time, as the Emergency Services operator will have questions about the patient which must be answered while the ambulance/paramedic is en-route. You should not leave the patient alone at any time and you should make sure that doors to the property and/or room are unlocked to allow the NHS staff to get in quickly.

There is also an NHS Helpline called NHS Direct, which you can call for non-emergencies and for advice about whether or not you should see a GP or call for an ambulance. The number is **111** and this is a link to a website for further information about this service.

<http://www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/NHS-111.aspx>

Dental Services: Studental, Oxford Brookes University, Headington Campus; Telephone 01865 689997; e-mail: reception@studental.co.uk; hours Monday-Friday, 8.00 a.m. to 6.00 p.m. Students are offered NHS treatment; please note that students do not necessarily qualify for free treatment, most students aged 19 or older will need to apply for a HC2 certificate (application form available from Studental) in order to receive free treatment and must bring proof of their exemption to their first appointment. For further information, please see www.studental.co.uk.

INVOICING/BATTELS

Invoices (known in Oxford as battels) for each term will be sent to all students by email at the beginning of each term, except the final battels bill for students leaving College permanently, which will be emailed towards the end of August. Battels should be paid within one week of their receipt, preferably by bank transfer. The Finance Bursar is authorised to charge interest on money owed. Anyone who has concerns about paying battels on time should contact Michelle Murray in the Finance Office (room 23 on the top floor of the Bursary, staircase N7) in the first instance, or by emailing battels@sjc.ox.ac.uk

MEALS AND CATERING

Breakfast is served in Hall on a cafeteria system (8.00-9.00am, Monday-Saturday) in term time. During the vacations, breakfast is also served on Sundays from 8.00am to 9.00am. The need to clear and clean the Hall means that the finishing times must be strictly adhered to.

Brunch is served in Hall from 10.00am to 12.00pm on Sunday during term time only (weeks 0-9). It is essential to book for brunch using the student meal booking system.

Lunch is served Monday to Saturday in Hall on a cafeteria system (12.00pm–1.30pm) during term time. During the vacations, lunch is also served on Sunday from 12.00pm to 1.30pm. A wide range of fresh home made dishes are available.

Kendrew Quad Cafe: Lunch is available from 12.00pm to 2.00pm, there are a variety of sustainable, homemade hot dishes available, with an emphasis on vegan and vegetarian cuisine. Light snacks, coffee, tea and cold drinks along with home-made cakes can be purchased from 10am - 3.30pm Monday – Friday. A coffee machine is available to purchase coffee when the serving area is shut. The seating area is open from 8am-11pm, but can be shut at any time at the discretion of the Duty Porter. The Cafe may be closed, at short notice, at 3.30pm or earlier, if required for an event. Please note that no alcohol is to be taken into this area. Students occasionally use this area for informal study, but they should NOT leave their books and possessions behind when they leave.

Dinner

Dinner is served in Hall as either an Informal Hall or Formal Hall as follows:

Monday, Tuesday, Thursday, Friday, Saturday and Sunday: There are two sittings - the first sitting runs from 6.00pm-6.30pm. This is an informal meal (Informal Hall) on a cafeteria system and is charged per item at the till in Hall in the same way that lunch is, although booking is required for Informal Hall. A longer Informal Hall is available on Wednesday from 6:00pm to 7:00pm; booking is required. The second sitting (familarly known as Formal Hall) begins at 7.15pm (booking required), with arrival expected by 7pm. This is a traditional part of College life for both Senior and Junior Members, 3-course meal served (waiter service); wine and other drinks may be ordered from the Buttery. Any changes to these times are sent out in a weekly notice by the Events Office. Gowns are worn (over appropriate smart-casual clothing). The College is keen to maintain this occasion as a pleasurable and distinctive part of living in this community.

When taking meals in Hall, students are expected to dress and behave appropriately. Students should not wear night clothes to meals (including breakfast). Intoxication and/or abusive behaviour will not be tolerated and will be reported to the Senior Dean.

Booking for dinner:

This is done online, using the student meal booking system (<https://bit.ly/3zzfSPF>). Instructions will be available to all Freshers (1st year students) on arrival. Students are permitted to book guests for dinner.

Booking for Formal Hall and Informal Hall is essential for all those attending and must be done by 11am for that day's dinner. At Formal Hall, food will be served only to those who have booked on; if you have not signed on for Informal Hall, you may be asked to return at the end of the service time to ensure that there is adequate food for those who have signed on.

Guests for meals:

You are welcome to bring guests to brunch, lunch and dinner but they must be booked in through the online system (<https://bit.ly/3zzfSPF>). The JCR and MCR arrange Special Guest Nights. You will be held responsible for your guest's behaviour. Do not book in guests without knowing their names.

Payment for meals: Breakfast, brunch, lunch and informal dinner are paid for in Hall by a pre-paid charge card (your University ID card, which you will receive on arrival – known as a BOD card). Credit can be added to your BOD card in the Buttery (at the back of the Hall), in the College Bar in TW Quad, the Kendrew Café or online using the student meal booking system. Bank cards are also accepted at the tills. Please note that guests are required to pay VAT on meals. VAT is charged on all cash sales and bank card sales regardless of who is paying.

Wine may be purchased from the Buttery wine list – other than wine for Formal Hall, whilst dining, please only approach the Buttery for wine purchases outside of normal dining hours. You may be asked to provide ID

College Bar: This is located in TW Quad and is open from 6-11pm Tuesday-Saturday (last call is at 10.30pm). The College Bar is closed on Sunday and Monday. Only items purchased in the Bar are to be consumed in the Bar. This includes drinks left over from dinner in Hall.

Vacation catering: Where possible, a catering service will be maintained during vacation periods, except during the College close-down at Christmas. Details of arrangements will be emailed in advance of any changes.

Cooking for yourself, kitchens and utensils: In many parts of the College, shared cooking facilities are available to students. Kitchens are intended to allow students to supplement the catering provided by the College (or to allow for particular dietary needs) and were not designed for the cooking of large meals. A kettle, toaster and microwave oven are provided in every kitchen where there is space to use and store them **safely. Do not bring your own microwave or any other large cooking devices e.g. rice cookers, slow cookers, portable hobs, grills, toasted sandwich makers, toasters etc (this list is not exhaustive).** As cooking is strictly prohibited in rooms, even the presence of a boxed cooking appliance will result in a report being raised with the Accommodation Office and ultimately the Senior Dean. Even in larger kitchens where there is more space, care must be taken not to overload electrical circuits with additional appliances. Breach of these instructions is *extremely dangerous* and is therefore treated as a **fineable offence**. Tripping fuses, electric blackouts and any failure of a fuse in an electrical appliance must be reported immediately to the Works Department (works@sjc.ox.ac.uk) or, out of office hours, to the Lodge (lodge@sjc.ox.ac.uk).

Please remember that the kitchens are much in demand and should be **left tidy at all times for other users** – this includes doing the washing up as you go along. Kitchens, including ovens and fridges, are cleaned during vacations by the Scout, **but it is the responsibility of the students to keep them clean and tidy at all times**. Excessively dirty or continually untidy kitchens will be closed and only reopened at the discretion of the Accommodation Manager or the Domestic Bursar.

You should find operating instructions for appliances in the kitchens. For more information, please refer to the manufacturers guidance which can be found on-line.

In the interests of safety, appliances with a heating element, eg *active cookers, hobs, microwave ovens, toasters and kettles*, must never be left unattended, even briefly. *Fire doors should never be propped open, especially not while cooking as this can (a) set off smoke detectors but much more importantly (b) can lead to the quick spread of fire.*

Students are expected to supply their own cooking utensils, pots and pans, cutlery, glassware and dishes and to clean and remove them from communal kitchens after use. Any articles borrowed from the Buttery should be signed for and returned clean.

Student food deliveries: Porters will sign for, or accept, any deliveries of food or wine. If students order food or wine online they must be **present at the Lodge at the time of the delivery** to accept receipt of their order.. Please note this does not apply to those students with medical requirements or mobility issues who have first made special arrangements with one of the Lodge Management team.

Students (or their partners in couples' accommodation) are absolutely prohibited from operating any business or similar from any of the College premises or to use any of the College's postal addresses for these purposes and/or as a Registered Office.

REGISTRATION OF PERSONAL FURNITURE FORM

The College provides furnishing in all of its rooms. However, in exceptional circumstances, and with the **prior** permission of the Accommodation Office, these furnishings may be supplemented by students' personal furniture, **provided that there is sufficient space in the room – no College furniture can be removed.** Any chairs, sofas etc. must have the original fire safety labels attached to them and must comply with current fire safety standards. A photo of such a label, in situ, will be required for all soft furnishings registered. These rules apply to both graduates and undergraduates.

Items of furniture for which such permission has been granted may also, if not easily portable, be left in student rooms over the Christmas and Easter vacations. **Please note that no items may be left in College during the Summer Vacation and such items should not be left for the next occupant.** The College cannot take responsibility for accidental damage to items left over the vacations, and items of high value should not be put forward for such registration. Items left without registration will be removed and disposed of. Items left over the Summer Vacation will be disposed of, at the student's expense.

REGISTRATION OF PERSONAL FURNITURE

NAME

ROOM.....

PERSONAL FURNITURE (INCLUDING ITEMS WHICH CANNOT BE REMOVED OVER CHRISTMAS OR EASTER VACATION):

.....
.....
.....
.....
.....
.....

SIGNATURE OF ACCOMMODATION OFFICER

..... Date