

**ST. JOHN'S COLLEGE  
OXFORD**

**GRADUATE HANDBOOK  
2016 - 17**

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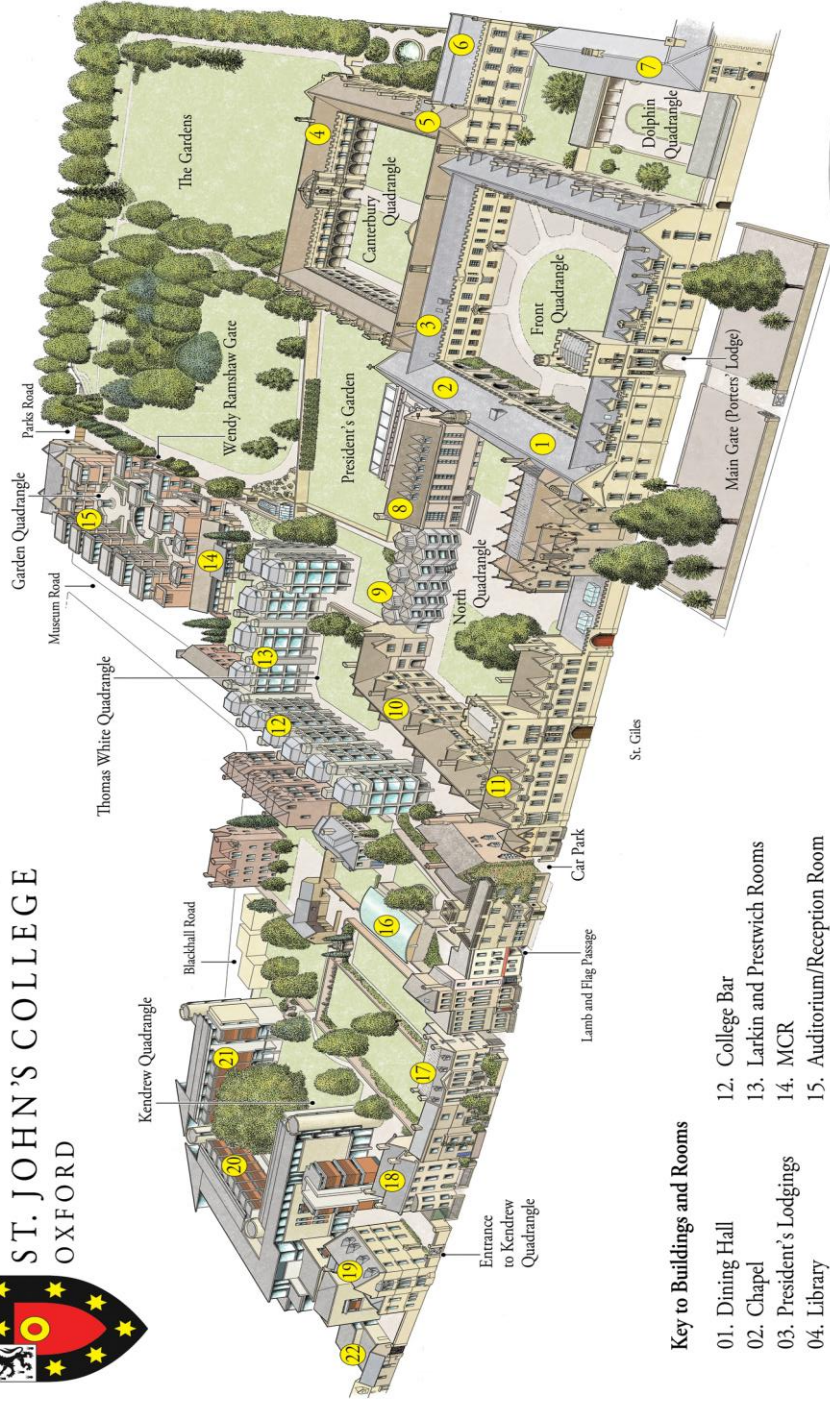
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A pdf version of the College Handbook is published on the College website

Please contact the College Office if you would like a copy of this handbook in an alternative format.



# ST. JOHN'S COLLEGE OXFORD



## Key to Buildings and Rooms

- 01. Dining Hall
- 02. Chapel
- 03. President's Lodgings
- 04. Library
- 05. New Seminar Room
- 06. Holmes Building
- 07. Dolphin Lecture Room
- 08. SCR
- 09. Beehive
- 10. Bursary
- 11. North Lecture Room
- 12. College Bar
- 13. Larkin and Prestwich Rooms
- 14. MCR
- 15. Auditorium/Reception Room
- 16. Gym
- 17. St. Giles House
- 18. 20 St. Giles/Alumni Guest Rooms
- 19. 21 St. Giles/ACR
- 20. Kendrew Café/Gym/Events Room
- 21. Law Library
- 22. The Barn/Artist's Studio

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## **PRESIDENT'S WELCOME**

Welcome to St. John's College! You are joining a vibrant community of individuals who, like you, are committed to education, research and scholarship. I hope you will soon feel part of this community as well as enjoying many of opportunities for music, sport, drama and other extra-curricular activities that are on offer. Through your time here you will make new and lasting friendships. The facilities provided in St. John's are excellent, and I hope you will enjoy sharing these with one another.

The purpose of this Handbook is to provide you with a guide to the College and how it works. We are a large College and I encourage you to make the most of the interdisciplinary opportunities it offers. You are now entering a time in your lives when fresh opportunities will open up for you, both in your chosen field of study and elsewhere. Studying for a degree at Oxford is demanding, but all of you have shown the talent and desire to meet this challenge. I hope that you will work hard and also enjoy yourselves while you are at St. John's.

Professor Maggie Snowling  
President

## **THE STUDENT HANDBOOK**

This handbook is designed to introduce you to the College and help you understand how it functions. The Handbook provides information on academic matters, welfare, financial information, and College and University codes of practice. In addition, the College's regulations governing discipline are explained. It is one of the most important documents you will be given at Oxford and contains information and guidance on nearly all matters that affect your status as a student.

The handbook should be read in conjunction with the *Proctors' and Assessor's Memorandum* (available at [www.admin.ox.ac.uk/proctors/info/pam](http://www.admin.ox.ac.uk/proctors/info/pam)), which provides details of your rights and obligations as a member of the University. Detailed information about degree course requirements and examinations is provided in the University's *Examination Regulations* (available at <http://www.admin.ox.ac.uk/examregs/>). You will also receive a handbook or similar document from your faculty or department giving further information about your chosen course. An A-Z list of graduate handbooks is available at <https://www.ox.ac.uk/students/academic/guidance/graduate/handbooks>

The handbook is intended to be for students admitted directly to post-graduate taught and research courses. Students who are completing the fourth year of an undergraduate course (for example the M.Chem., M.Math., MEngSci. and other similar courses) should refer to the Undergraduate Student handbook.

## **FREQUENTLY ASKED QUESTIONS**

The College Student Handbook contains a great deal of useful information, but to get you started, here are the answers to some of the most frequently asked questions we receive from current students.

1. *How do I get a certificate/letter proving I am a student here?*

You can print your own enrolment certificate through the University's Student Self Service. You will need your Single Sign On details (e.g. sjoh1234 and password) to log in. The College Office can sign and stamp the certificate for you. Enrolment certificates may be used to open a bank account.

2. *How do I arrange for my GSO form to be signed for the College?*

The Graduate Office in the College Office will arrange for your form to be signed. Please allow sufficient time for this to be organized, ensuring that you and your supervisor have filled in the first two sections before you bring your form to the office.



3. *My University card has been lost/damaged/ stolen; what should I do?*

University Cards (Bod Cards) are issued by the University Card Office via the College Office. Broken cards are replaced free of charge, as are stolen cards, if you can provide a crime number; please contact the College Office to request a replacement. For lost cards, there is a £10 replacement charge levied by the Card Office. The fee is paid on line (see <http://www.oxforduniversitystores.co.uk>) and a replacement card will be issued as soon as payment is received.

4. *How do I find out information about College accommodation?*

Please refer to the College's "Domestic Arrangements", available on the College website at <https://www.sjc.ox.ac.uk/1922/Domestic-Office.html>.

5. *How do I pay my battels?*

Please refer to section 7 of the Handbook.

6. *What funding does the College have available for current students?*

7. Please refer to section 8 of the Handbook.

8. *How do I get permission for extra time in exams/use of a computer/other alternative arrangements in exams?*

Please contact the Academic Administrator.

9. *How do I find out about support mechanisms in College/around the University?*

The Health and welfare section contains information about support offered to you in College and around the University, as well as offering links to other resources that students have found helpful.

10. *Who can I talk to in College if I have a problem with my course/supervisor?*

The Academic Dean should be your first contact point for academic problems of this kind.

11. *What is the Student website?*

The Student website ([www.ox.ac.uk/students](http://www.ox.ac.uk/students)) provides information on the University website about news, resources and services for students at Oxford.

12. *What is Student Self Service?*

Student Self Service ([www.ox.ac.uk/students/selfservice](http://www.ox.ac.uk/students/selfservice)) is your way of accessing the University's student record system, using your Single Sign-On details. You can use it to register at the start of each year, to view your exam results and to ensure the University has the correct contact details for you.

13. *What is GSS (Graduate Supervision System)?*

GSS ([www.gss.ox.ac.uk](http://www.gss.ox.ac.uk)) is the University's graduate supervision reporting system. Graduate students may enter information onto GSS each term about their academic progress. Their supervisors must complete a report on student progress at the end of each term, and students can then access these reports.

14. *Can I work while studying?*

The University recognizes that some graduate students will want to undertake a limited amount of paid work during their studies, whether as part of their academic development (e.g. teaching and demonstrating) or to help support themselves financially. The University has Paid Work guidelines which you are advised to read ([http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/educationcommittee/documents/notesofguidance/Oxford\\_Policy\\_on\\_Paid\\_Work\\_June\\_2013.pdf](http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/educationcommittee/documents/notesofguidance/Oxford_Policy_on_Paid_Work_June_2013.pdf))

The University's "*Any Questions?*" provides information for current students as well as general information about the University (see <https://uni-of-oxford.custhelp.com/app/answers/list>).

## **GLOSSARY OF OXFORD TERMS**

A useful guide to terminology used across the University is available at [https://www.ox.ac.uk/sites/files/oxford/media\\_wysiwyg/University%20of%20Oxford%20Glossaries.pdf](https://www.ox.ac.uk/sites/files/oxford/media_wysiwyg/University%20of%20Oxford%20Glossaries.pdf)

### **1. ABOUT ST JOHN'S COLLEGE**

The College consists of its buildings and its present and past membership. There are currently about 750 people in the College, made up of academics and non-academic members of staff. The Governing Body of the College includes the President, who is the head of the College, and about fifty-five Fellows, many of whom are either Tutors who both study and teach their respective subjects or Professors in the University. There are also about thirty College Lecturers who engage in research, and give lectures, classes and tuition. In addition to the College's academic staff there are about 150 members of staff who are employed in the administration, maintenance and service of the College.

The student body consists of approximately 400 undergraduates working for an honours degree of the University, about 200 graduate students working for a higher degree, diploma or certificate of the University, and a small number of academic visitors.

The main purpose of the College is to further intellectual study within the framework of the academic disciplines of the University. In addition, the College provides its members with living accommodation and meals, common rooms, library resources, gardens, its Chapel and recreational facilities.

### **The Governing Body and College Officers**

The College is governed by its Statutes and by its Governing Body which is drawn from Tutors, Research Fellows, Professorial Fellows and College Officers.

The Governing Body has the duty of regulating the academic studies, social provision, and discipline of all members of the College. Various provisions are made for members of the College to discuss together matters affecting the well-being of the College and its members. Graduate and undergraduate students have representation on certain College committees and are represented at the Governing Body when it receives reports of the committee discussions in which they participated. Officers of the JCR and MCR are sometimes invited to address the Governing Body.

The day-to-day affairs of the College are administered by College Officers, who are normally academic Fellows of the College acting in a full-time or part-time capacity, supported by professional staff.

The Academic Dean, together with the Fellow for Graduates and College Advisors, have the task of supporting graduate students.

The Senior Dean and Junior Deans are concerned with non-academic discipline and, together with Tutors, with the welfare of members of the College. Several arrangements exist for offering support and advice for graduate students about work-related, social and other aspects of College life. These are detailed in the section on Student Welfare Provision.

### **College Officers and Staff**

The following College Officers and members of staff are of particular importance to graduate students:

- i. **The Senior Tutor:** Professor Alan Grafen is responsible for the oversight of all general academic provision, maintenance of standards, and academic policy development. (senior.tutor@sjc.ox.ac.uk).

- ii. **The Academic Dean:** Dr Clewlow is responsible for the administrative arrangements underpinning the admission of graduate students and elections to graduate scholarships, liaison with the University on matters concerning the academic progress of graduate students and, together with the College welfare team, the general welfare of graduate students. (academic.dean@sjc.ox.ac.uk).
- iii. **The Fellow for Graduates:** Professor Nikolaj Lúbecker (Michaelmas Term 2016) and Professor Linda McDowell (Hilary and Trinity Terms 2017) are responsible for fostering the academic community of graduate students in the College, liaising with the Academic Dean about issues relating to the overall graduate experience, and developing links between the graduate and Early Career Researcher communities. (Nikolaj.lubecker@sjc.ox.ac.uk, linda.mcdowell@sjc.ox.ac.uk).
- iv. **The Academic Administrator:** Mrs Eileen Marston heads the College Office Staff and is responsible for the day-to-day academic administration of the College. She is also the College's Disability Co-ordinator. (eileen.marston@sjc.ox.ac.uk).
- v. **The Graduate Officer:** Ms Caroline Lordan is a member of the College Office team and will be your first point of contact for the administration of your course and other day-to-day issues which affect you. The College Office is located on the first floor of the Bursary, North Quad, Staircase 7. (caroline.lordan@sjc.ox.ac.uk).
- vi. **The Finance Bursar and Finance Office staff** are responsible for the collection of fees, charges and other College bills. The Finance Office is on the second floor of the Bursary, North Quad, Staircase 7.
- vii. **The Domestic and Conference Manager and Domestic Office staff** are responsible for the administration of accommodation provided for graduate students, and ancillary services, including furnishings, equipment and cleaning. Their offices are on the second floor of the Bursary, North Quad, Staircase 7. The Domestic Supervisor's office is on the first floor of the Bursary.
- viii. **The Estates Manager and Estates Office staff** are responsible for repairs and maintenance of property and buildings. The Estates Office is in North Quad.
- ix. **The Lodge Manager and Lodge Porters** are responsible for security, issuing keys and administration of post. The main Lodge is at the entrance to the College in St Giles'. There is also a Lodge at the entrance to the Kendrew Quad.

(lodge@sjc.ox.ac.uk).

- x. **The IT Officers** are responsible for administration of the College data network and computer rooms. The IT Office is located on the ground floor of the Bursary, North Quad, Staircase 7. (IT-support@sjc.ox.ac.uk).

## **2. GENERAL INFORMATION**

You will find the University website (<https://www.ox.ac.uk/students>) a useful way to access University news, resources and services at Oxford. The site includes a 'Before you Arrive' section, (<https://www.ox.ac.uk/students/new/arrive>) with information for new students before they arrive and during their first few weeks in Oxford.

### **Arriving at St John's**

Welcome to St John's! We recommend that new students arrive in Oxford by the weekend before Freshers' Week, which runs in the week before Michaelmas (autumn) term starts. This week is also called "0th" week and the first week of term is then called 1st week, etc. During 0<sup>th</sup> week you can expect to have a busy schedule of important introductory meetings in the College and in your Faculty or Department. There will also be a number of social events to welcome you, providing opportunities to meet fellow graduate students.

In College you will need to complete your New Student Registration, attend a College Induction meeting and participate in other events and activities taking place.

Students living in college accommodation may be permitted to arrive earlier if you have been told that you will need to attend a pre-sessional course, or you wish to attend the International Orientation Programme, or your course has a start-date before the beginning of Michaelmas Term. Please contact the Domestic Office to arrange this (domestic.secretary@sjc.ox.ac.uk). If you do plan to arrive in Oxford early, please note that you may not be able to access all libraries and facilities immediately.

A timetable for College events during Freshers' Week is issued by the College and made available on the College website.

### **Car parking in College**

Due to very restricted car parking facilities within the College, the College is unable to offer students or their visitors car parking facilities. We recommend that you do not bring a car to Oxford.

### **New student registration**

All new students must register with the University. The first part of this process can be done from 1<sup>st</sup> September; see <https://www.ox.ac.uk/students/registration>. You must then call in to the College Office during 0<sup>th</sup> week as the College is responsible for completing the registration process for new students.

If you have a student visa, you must show your passport to a member of the College Office staff. It is a UK Home Office requirement that we check your student visa and make a scanned copy of the visa and your passport photo page for the University's records.

Once you have completed the University registration process, you can print an enrolment certificate which confirms that you are enrolled at the University of Oxford for the current academic year.

### **Matriculation**

The formal admission of new members of the University takes place at the Matriculation ceremony, which is usually held at the end of the first week of Michaelmas term. Attendance is compulsory unless you are entitled to incorporate (see below). Non-attendance is considered a serious matter.

Visiting Students and students who have already matriculated for a previous degree at Oxford do not attend the matriculation ceremony.

The main matriculation ceremony for new St John's College students will be on Saturday 15<sup>th</sup> October 2016. If you are unable to matriculate on that day for reasons of religion or belief, please let the College Office know and you will be able to matriculate at a ceremony later in the term.

Please note that the matriculation ceremony is not open to members of the public or family members.

You must wear *sub fusc* together with a graduate student's gown and mortar board/soft cap. See the paragraph on academic dress on page 11 for an explanation. You should arrange to hire or buy this in good time. It is really important that you adhere to the dress code: you will not be admitted to the ceremony if you are incorrectly attired.

### **Incorporation**

Students who have already had a degree conferred by Cambridge or Trinity College Dublin can choose to incorporate instead of matriculate. However, you are welcome to matriculate at Oxford, and this is usually done, as it is easier than going through the process of incorporating. Please contact the College Office for more details about incorporation.

### **The academic year**

At Oxford, the three terms which make up the academic year are called Michaelmas (autumn), Hilary (spring) and Trinity (summer). Each term lasts for eight weeks, known as Full Term. The week before the start of Full Term is known as 0th Week (and, inevitably, the week after the end of Full Term is known as 9th Week). Each Full Term begins on the Sunday of 1st Week and ends on the Saturday of 8th Week. Vacation periods between terms are referred to as the Christmas vacation, Easter vacation and Long vacation (summer).

The dates of Full Term in the 2016-17 academic year are as follows:

Michaelmas Term 2016	9 <sup>th</sup> October – 3 <sup>rd</sup> December 2016
Hilary Term 2017	15 <sup>th</sup> January – 11 <sup>th</sup> March 2017
Trinity Term 2017	23 <sup>rd</sup> April – 17 <sup>th</sup> June 2017.

Please note that graduate taught courses will likely require you to be in Oxford outside the standard undergraduate term dates. For graduates working towards research degrees, the expectation is that they will work year round and so term dates may be of little relevance.

### **Residence requirements**

All students are required to live in Oxford (within 25 miles of Carfax) unless you have applied for and been granted permission to live outside that area. You must be in residence for at least six weeks of every term for which you are paying University and College fees.

Dispensation will only be granted for exceptional reasons – please contact the College Office if you would like more information.

DPhil students going on fieldwork don't need to apply for permission to live outside the prescribed area as fieldwork forms an integral part of doctoral research. However, please inform the Graduate Officer of the dates that you will be away from Oxford and your contact details whilst you will be on fieldwork.

You are also encouraged to make sure you put suitable insurance arrangements in place, and plan any vaccinations etc. that you may need well in advance. See the following University guide for the steps you should take:

<http://www.admin.ox.ac.uk/finance/insurance/travel/howtoarrangeinsurance-employeesstudentsandvolunteers/>

### **Council Tax**

Council tax is a local tax for local services based on the estimated value of the property and the number of people living in it. Students living on their own in multiple-occupation College buildings/houses are not liable for the tax.

Those living in flats in or out of College may be liable if they have a partner who is not a registered student. Students living in houses outside the College may be liable if nonstudents also share the premises. An enrolment certificate which exempts students from Council tax can be obtained from the Student Self Service section of the University website ([www.ox.ac.uk/students](http://www.ox.ac.uk/students)). You will need to bring your certificate in to the College Office to be stamped with the College stamp.

### **Maintaining contact with College**

Maintaining contact between the College and student members is very important at all times. Contact might be necessary to inform student members of news within College. There might also be cases where the College needs to contact a student member about an urgent request to get in touch with their families.

Student members in residence are therefore required to collect mail regularly from pigeonholes in the Lodge (i.e. once every 24 hours). Those living out must ensure that this is done, and failure to do so will not be regarded as a sufficient reason for missing an appointment with a College Officer (e.g. Senior Dean or Academic Dean) or with their College Advisor.

The College needs to maintain an up-to-date record of students' contact details, including mobile phone numbers. This is maintained by the College Office. You must advise the College Office of your address in or around Oxford if you are living in non-College accommodation and of any change to that address. You must also advise the College of any change of your permanent home address and provide the name and contact details (if not your home details) of a next of kin or other person who should be contacted in an emergency. You may notify the College Office of a change by email at [college.office@sjc.ox.ac.uk](mailto:college.office@sjc.ox.ac.uk), or by calling in to the Office. In addition you are advised to leave at the Lodge a temporary forwarding address for Vacations. This information is kept confidential: it is not disclosed to anyone other than authorized University personnel without your express permission.

If there are any special circumstances which may affect your well-being in an emergency, for example, allergies, please ensure that this information is recorded in the College Lodge. Again, this information is treated as confidential.

### **Receiving post (mail) and emails**



All incoming mail is received at the Lodge and is distributed to members via individual post boxes known as your pigeonhole or pidge. All mail for you should be addressed to you at the College address and can be collected from the College Lodge. Mail should not be sent to the address of individual College houses.

The College's address is:

St John's College,

St Giles,

Oxford,

OX1 3JP.

Telephone: +44 (0)1865 277300

The College does not assume responsibility for lost or stolen mail.

Since communications from academic and administrative staff are usually sent to students by email, College Regulations require you to check your email regularly, i.e. on a daily basis. College will use only one type of email address: `firstname.lastname@sjc.ox.ac.uk`. If you wish to use a different address you MUST arrange a divert from your college address. College Regulations also require you to check your pigeonhole regularly.

Communications sent to graduate students and delivered to College pigeonholes or sent to electronic mail addresses in the domain `@sjc.ox.ac.uk` will be deemed to have been received after 24 hours, unless the student is out of residence.

The College Office is open all year (except Christmas) for enquiries in person, by email or telephone from 9.00 am -5.00 pm Monday-Friday (closed for lunch 1.00 -2.00 pm). You may also contact the office via the College Office pigeon hole at the Lodge. Academic and administrative staff may be contacted via their pigeon holes at the Lodge, by telephone or by Email (see the College Web site - [www.sjc.ox.ac.uk](http://www.sjc.ox.ac.uk) for addresses).

### **Social Invitations**

From time to time you will receive, from the President and other College Officers, invitations to social events. A prompt reply to these (whether or not you wish to accept) is not only courteous but is also essential for those organizing the event so that they know how many people to cater for. Please therefore reply promptly to all invitations.

## **Academic dress**

Academic dress is required for matriculation, examinations (if you have them) and graduation, and occasionally other formal University occasions. It comprises the appropriate gown, a mortar board or soft-cap, *sub-fusc* (see below) and hood. The hood is worn during the graduate ceremony only. See <https://www.ox.ac.uk/students/academic/dress> for further information.

Anyone who is not correctly dressed on these occasions may be turned away by the University Officials. Sub-Fusc clothing may also be requested for rather less formal events. Always check your invitation card/letter to all events, since it will specify the dress required.

*Sub-fusc*: this is your preferred items from the following list:

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

Ministers of religion may wear clerical dress, with a gown over, when attending ceremonies. If you wear a head dress / scarf for religious reasons, a black scarf should be worn.

In addition, students traditionally wear carnations for examinations: a white carnation for first examination, a red carnation for last examination and a pink carnation for all examinations in between. This is not compulsory.

For all degrees you must also wear the gown of your existing University of Oxford status (and the hood if there is one) during the first part of the degree ceremony. You will change into the gown (and hood) of your new degree at the appropriate time during the ceremony. Members of the University serving in HM Forces are permitted to wear dress uniform together with a gown. The uniform cap must be removed when in the Sheldonian Theatre.

## **Graduation**

At Oxford, degrees are conferred at degree ceremonies. You can graduate straight after you've finished your degree, or many years later, in person by attending a ceremony, or in absence.

Only one degree can be conferred in person at a given ceremony, e.g. if you passed the examinations for a BA degree and then passed a Masters course, the BA would be conferred in absence and the Masters conferred in person at a ceremony.

If you have any fee debts outstanding to St John's College or the University it is possible that you may not be permitted to graduate. Please refer to the University's Regulations for Degrees, Certificates and Diplomas ([www.admin.ox.ac.uk/statutes/regulations/307-072.shtml](http://www.admin.ox.ac.uk/statutes/regulations/307-072.shtml)) for more information.

Graduation ceremonies are lovely occasions for you as the graduating student and your family/friends to celebrate your achievement. To honour the occasion, we invite you and your guests to join us in celebrating the day. Information about individual events is provided when you book your degree day. You will be given a full timetable with instructions some weeks before the ceremony. Please be sure to read this carefully.

The College is able to present students to receive their degrees at a number of graduation ceremonies each year. If you wish to graduate in absentia (in absence), your degree can be conferred at the next available ceremony even if St John's is not presenting students in person. Graduates taking taught courses will be invited via an email from the University's Degree Conferrals Office to book a degree ceremony. Postgraduate research students are invited via email to a degree ceremony when they have been granted leave to supplicate.

More information is available at <http://www.ox.ac.uk/students/graduation/ceremonies/>.

### **The Middle Common Room (MCR)**

All graduate students are members of the MCR (Middle Common Room), which is the College's graduate student community and a hub for graduate social life in St John's. The MCR organize events, maintains the MCR Building in College, represents and supports graduate students in the College. More information is available on the graduate student run MCR website ([http://mcr.sjc.ox.ac.uk/?\\_ga=1.102917380.564549557.1430998023](http://mcr.sjc.ox.ac.uk/?_ga=1.102917380.564549557.1430998023))

### **Graduate Lecture Suppers**

The College aims to hold one Lecture Supper and one International Lecture Supper each term, where graduate students are invited to speak either about their work or about their home country. There is a supper afterwards (for which no charge is made).

### **The College Library**

The College Library aims to provide a comfortable, efficient and friendly study support service to all members of College, as well as participating in the broader cultural enrichment of College life. Its extensive teaching collections provide support for most undergraduate studies and some postgraduate studies, whilst its rich historic collections draw researchers from around the world and are often displayed for members.

### *Buildings & Facilities*

The main College Library is located in Canterbury Quad, its two main study rooms comprising the 17<sup>th</sup> century Laudian Library (mainly arts & humanities books) and the Paddy Room (mainly science & social science). In term time it is open from 9am to midnight (or 2am in Trinity Term) 7 days a week, with reduced opening hours in vacations. There is wireless connectivity throughout. The 16<sup>th</sup> century Old Library is also located here but is only accessible by appointment. In addition to these spaces the Library administers a 24 hour study space (also in Canterbury Quad) and the Law Library in Kendrew Quad (also with 24 hour access, although only accessible for those studying law), and is also about to be augmented by an extension providing enhanced study facilities and storage, to be constructed over the next three years.

### *Books & Things*

The Library maintains teaching collections across the full range of subjects offered by the College and amongst the main means for keeping these current are those recommendations provided by students and Fellows. Suggestions for new books or other resources are happily considered and can be submitted on-line, via email or in person. Besides textbooks the Library also houses general fiction, DVDs, a small range clinical medical equipment, book-rests and the JCR's games collection, all for loan. Details of all of its teaching collections can be found on the SOLO website (<http://www.bodleian.ox.ac.uk/solo>), along with access to all of the electronic journals, databases and books provided by the University.

### *Borrowing stuff*

To borrow anything from the College Library simply bring your Bodleian Card and the items you wish to borrow to the Library Issue Desk. This is staffed throughout opening hours. Undergraduates can borrow up to 10 books (this is extra to any borrowing from the Bodleian or Faculty libraries), for up to 2 weeks each during term time, with extended loans over the vacation period. The Graduate loan period is a whole term and Fellows have extended borrowing rights. Law Library books are for reference only and cannot be borrowed.

### *Historic Books*

The College Library is also a repository for rich historic collections, and cares for around 400 manuscripts (200 of which are medieval, the oldest being 9<sup>th</sup> century), 20,000 historic printed books (dating back to 1465), various artefacts, and collections of letters and papers belonging to alumni such as Robert Graves, A.E. Housman, and Philip Larkin, as well as the Spike Milligan collection of typescripts and original illustrations. Highlights are numerous and cover most subject areas, but include several books printed by William Caxton (including a hand-coloured copy of the Canterbury Tales), two highly illustrated 14<sup>th</sup> century bestiaries, 5 letters from Jane

Austen, and early editions of key works by figures such as Shakespeare, Milton, Copernicus, Kepler, Vesalius, Ortelius and Mercator. These items are regularly studied by researchers from across the world, but members of College are also welcome to view them for study by appointment with the College Librarian, and various exhibitions and displays are mounted throughout the year.

### *Staff*

The Library staff are here to help and provide a welcoming environment. If members have any queries about the Library collections or need support with finding or accessing resources then please do get in talk to us. We are happy to provide one-to-one instruction or may be able to arrange sessions for groups.

Contact & Enquiries: [library@sjc.ox.ac.uk](mailto:library@sjc.ox.ac.uk) or (01865 2)77330

For more details: <https://www.sjc.ox.ac.uk/discover/about-college/library/> or

<http://www.facebook.com/StJohnsCollegeLibraryOxford>

### **Computing Facilities**

Graduate students must observe both College and University regulations governing the use of computing facilities. University regulations can be obtained from Oxford University IT Services and are posted at <http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml>. Students are reminded that they are not permitted to connect their own network routers (wired or wireless) to the College network.

Further information on college services, including rules for network access in College, is available at <https://www.sjc.ox.ac.uk/current-students/facilities/computing/>

### **University Language Centre**

Oxford University Language Centre ([www.lang.ox.ac.uk](http://www.lang.ox.ac.uk)) supports members of the University who need foreign languages (including English as a foreign language) for study and research. It offers courses in 12 different languages as well as offering library resources in 180 languages. Spouses of students may also enrol on a language course.

Students who need to study a language at the Language Centre as part of their course can make a priority application through the LASR programme. Your Priority Registration Form can be signed by the Academic Administrator.

The College will reimburse the cost of one fee per academic year for students taking courses organized by the University Language Centre (the LASR and OPAL programmes), payable in the

case of OPAL on completion of the course. To obtain reimbursement please forward electronic or paper receipts to the Academic Administrator.

### **University Careers Service**

The Careers Service aims to provide and engage students in a range of high value career-focused services, programmes and activities in order to encourage them to make and implement well-informed decisions about their careers. Further information is available at <http://www.careers.ox.ac.uk/>

## **3. ACADEMIC SUPPORT**

### **University of Oxford Student website and Student Self Service**

The University's Student website (<http://www.ox.ac.uk/students>) is an invaluable University resource with information and resources relevant to all points of your student life at Oxford. You'll find everything from term dates to information about the University's counselling and disability provision. The University's IT Services will send your Oxford Single Sign-On IT credentials by email to you before you arrive in Oxford so that you may access Student Self Service.

Student Self Service (<http://www.ox.ac.uk/students/selfservice>) provides you with access to your student record; essential information that you will need throughout your academic career. You will be able to access Student Self Service, and the facilities offered, once you have completed your student registration. If you are a new student or returning to do a new programme of study, the College will complete the registration process for you. In subsequent years you will need to register once a year, at the anniversary of the term in which you started your current course.

You must register in order to

- Attend your course
- Enter for University examinations and assessments if applicable and gain access to your results
- Use your University email account
- Obtain your University card/keep your University card valid
- Print an enrolment certificate
- Book a degree ceremony.

It is your responsibility to update your personal information and contact details throughout your studies at the University of Oxford using Student Self Service. Your name, as recorded on

Student Self Service, will appear on all University documentation, including your degree certificate, so please do ensure you check and amend your details as necessary.

### **Enrolment certificate and status letters**

You can print your own enrolment certificate through the University's Student Self Service, accessible via [www.ox.ac.uk/students](http://www.ox.ac.uk/students). You will need your Single Sign On details (e.g. sjoh1234 and password) to log in. The College Office can sign and stamp the certificate for you.

The College Office can also produce other letters on College letterheaded paper for you. Examples of when this might be needed include: confirmation of fees and enrolment period for an external funding body; reference letter for a private landlord. Please email or visit us if we can help.

The College will not issue letters or authorize forms for periods of time when you do not hold student status, or if your student status has not been confirmed.

### **On-course transcripts for taught-course graduates**

If you haven't yet completed your course, you can request copies of your on-course transcript at a cost of £5 each. This will show your academic achievement to date. An on-course transcript will reflect the information you see on the Assessments page in Student Self Service ([www.ox.ac.uk/students](http://www.ox.ac.uk/students)) and are only available once you are entered for an assessment. If your assessments have not yet appeared on the Assessments page and you are still studying at Oxford, the enrolment certificate available through Student Self Service will act as a certification of attendance.

Please see [www.ox.ac.uk/students/graduation/transcripts](http://www.ox.ac.uk/students/graduation/transcripts) for information about ordering and collecting an on-course transcript.

### **Lost, damaged or stolen University Card**

If your University ("Bod") card is lost, damaged or stolen, please inform the College Office as soon as possible so that we may order you a new one. If the card has been lost, there is a £10 replacement fee which you have to pay before a new card is issued. For more information see <http://www.admin.ox.ac.uk/card/>

### **University Examination Regulations**

Please make sure you read the regulations for your course *before* any exams you may be required to take.

See [www.admin.ox.ac.uk/examregs](http://www.admin.ox.ac.uk/examregs) for the regulations governing all postgraduate courses.

### **Examination Entry for those taking written papers as part of a taught graduate course**

[www.ox.ac.uk/students/academic/exams/guidance](http://www.ox.ac.uk/students/academic/exams/guidance) provides a summary of key regulations applicable to all written examinations, and is therefore relevant to those taking taught courses. Students are required to enter for examinations via an online process using Student Self Service. You will receive an email invitation from the University to login to Student Self Service to complete your optional examination entry assessment selections by a given date. Your selections will be validated and confirmed by a series of display screens within Student Self Service, and you will be able to log back in and change your choices within the examination entry window as many times as you wish.

For examination entry which includes a combination of core and optional assessment units, your core assessment units will be listed alongside optional assessment units.

Entries completed late will be subject to a late entry fee, as will changes of option(s) made after the closure of the examination entry window.

Candidate numbers are sent to candidates directly from the Examination Schools. Therefore the College Office does not hold records of candidates' numbers. If you have mislaid your candidate number you will be able to find it via Student Self Service.

Please contact the College Office if you have any queries relating to examination entries.

### **Alternative Examination arrangements**

If you believe that you will need alternative arrangements to be put in place for an examination because you have a Specific Learning Difficulty (SpLD), disability or chronic medical condition, please contact the Academic Administrator straight away. Please note that it is possible to apply for alternative arrangements to be made for both written examination papers and for oral examinations such as a DPhil or other viva.

Students who are taking taught courses who have a known medical condition and would find it difficult to sit exams in the Examination Schools may be granted permission by the University to take examinations in College. In all cases a medical certificate from the College Doctor is



essential. If you are unsure whether your particular case warrants extra help or time, or if you have a particular query, please contact the Academic Administrator.

If your examination timetable includes clashes with religious observances which you wish to uphold, you can apply to the University for an adjustment to your timetable. Please speak to the Academic Administrator as soon as possible in the Michaelmas Term prior to your examinations to explore what adjustments might be possible and to make an application.

### **Illness/Special circumstances before or during an examination**

There is a procedure under which the examiners can be informed of any special circumstances (e.g. ill-health) which may have affected your performance before or during an examination, whether written or oral.

Information, usually accompanied by a medical certificate from the College Doctor, needs to be provided as soon as possible before your papers are marked. This is done via a “Factors affecting performance in examinations” form, (available from and returnable to the Academic Administrator) The College will submit the application to the University for forwarding to the relevant chair of examiners.

Factors including acute illness, unforeseen circumstances (for example a traffic accident, bereavement), a disability or long-term health condition may be considered. You should submit the form as soon as possible after your examination.

### **Academic appeals**

Students may appeal against exam results to the Proctors if they have a concern about procedures not being correctly followed during an examination or if they have reason to believe that their examination was not conducted fairly, or that the examiners did not take account of previously notified factors affecting performance. However, it should be noted that the Proctors will only authorise the re-checking of marks if at first sight there is evidence of an irregularity having occurred or if some other sufficiently serious justification is in play. Marks will not be checked merely because a candidate is disappointed with them or is puzzled by the distribution, or because they fall below marks predicted by their college tutors etc. You should consult the Academic Administrator in the first instance if you wish to appeal against your exam results.

Further information is available in the Student Handbook:  
<http://www.admin.ox.ac.uk/proctors/info/pam/>.

Here as elsewhere you may choose to make a subject access request to the University under the terms of the Data Protection Act 1998 in which case you would receive a transcript of any comments written on your exam papers, including any marks noted, plus any comments made by second markers, but not copies of your actual exam scripts.

### **The University Proctors and the Assessor**

The Senior and Junior Proctors are senior officers of the University elected annually by colleges. They are responsible for ensuring that the University operates according to its statutes. Amongst other things they deal with University (as distinct from college) student discipline, complaints about University matters, and the running of University examinations. They also carry out ceremonial duties, e.g. at degree ceremonies. The Assessor is the third senior officer, responsible particularly for student welfare and finance.

### **The Conference of Colleges' Appeals Tribunal**

The Conference of Colleges' Appeals Tribunal (CCAT) is a body of the Conference of Colleges which considers appeals against some college disciplinary decisions, including both academic and non-academic matters. An appeal can be made to CCAT only after all avenues of appeal internal to a college have been exhausted. Further information is available at <https://weblearn.ox.ac.uk/portal/site/:colleges:confcoll>

### **Office of the Independent Adjudicator**

The OIA provides an independent scheme for the review of student complaints. Where the OIA rules in favour of a student, it may recommend that the University or college should do something (e.g. look again at a complaint, or pay compensation) or refrain from doing something. In order to activate the OIA procedures, you must be a current or former student of the University or one of the colleges and must have first exhausted all the available internal procedures. To confirm that your case has been dealt with internally, you need to obtain a Completion of Procedures letter from the College. You have a maximum of three months from the date of that letter to apply to the OIA.

The Independent Adjudicator can deal with complaints about:

- programmes of study or research
- services provided to you as a student by the University and/or by your college
- a final decision by the University or by your college about a disciplinary matter or a complaint.

The OIA cannot, however, deal with complaints about matters of academic judgement, matters that are the subject of legal proceedings, or matters relating to student employment.

## **4. GRADUATE EDUCATION**

### **Academic Provision**

The primary responsibility for the provision of Graduate education lies with the University. As a graduate student at Oxford you will belong to an academic department or faculty which will provide your teaching and supervision, and provide resources to support your studies. Each has its own academic community, dedicated to advancing knowledge in particular subject areas. If you are a research student, the University will assign you a supervisor to guide your studies. If you are taking a taught course, your Faculty or Department will provide much of your teaching. Membership of a college facilitates your studies by providing academic and pastoral support of various kinds, in addition to social and recreational facilities through the MCR.

### **The role of the Academic Dean and College Advisors**

The Academic Dean has general oversight, in conjunction with the relevant College Advisors, of the academic progress of graduate students of the College.

All students are assigned a College Adviser, who is normally a Fellow of the College. You will be notified of the name of your College Adviser when you arrive, and are encouraged to contact them to introduce yourself.

Your College Adviser can:

- provide pastoral support, including on any health, personal or coping issues, and/ or direct you to appropriate persons for assistance;
- monitor your progress, by discussing your University supervision reports and by being available for consultation, either in person or by email;
- discuss with you any problems or difficulties you may be experiencing in your Department or Faculty, and/or with your supervisor;
- consult the Academic Dean if there are concerns about your academic progress and if you appear to be experiencing difficulties with your academic work;
- offer guidance on sources of support available within the College and University.

Your College Adviser is not expected to perform the role of your Department or Faculty Supervisor(s) and is not directing your academic work or giving detailed academic guidance.

They will take an interest in your academic progress and should be regarded as a useful source of advice.

You are encouraged to contact your College Adviser as and when you need advice or help. You should also feel free to consult other College officers as necessary, including the Academic Dean, the Graduate Officer and the Academic Administrator. The MCR Welfare Officer can help if you would rather approach another student in times of need.

If you have any problems liaising with your College Adviser, please let the Graduate Officer know in the first instance.

### **Monitoring of academic progress**

The College takes a serious interest in the academic progress of its graduate students. All graduate students have the opportunity to meet the President, the Academic Dean and their College Advisor during Hilary Term to talk about their academic progress. These meetings are called "Collections". You will be asked to provide a short assessment of your work a few weeks in advance of your meeting, in addition to any termly assessments you may have entered on the University's Graduate Supervisions System (GSS). Collections are intended to provide an opportunity to review how you are getting on with your course and allow you to seek help with any problems you may be experiencing.

### **Graduate progression (GSO) forms**

DPhil students in particular will become well acquainted with the graduate progression forms that mark your progress through the various research degree milestones. Forms available cover: transfer of status, confirmation of status, examination of research degrees and more.

The Graduate Officer will be able to arrange for your forms to be reviewed and signed if approved. Please ensure both you and your supervisor have completed and signed off the relevant sections before bringing it to the College Office or leaving it in the College Office pigeonhole in the Lodge. Your forms should be completed in full before you bring them in for signature and you need to allow at least a week for this process to be completed.

The forms are at: [www.ox.ac.uk/students/academic/guidance/graduate/progression](http://www.ox.ac.uk/students/academic/guidance/graduate/progression).

### **If things are not going so well, what can you do?**

Obviously, students do sometimes go through some periods of difficulty, whether academic, personal, or medical. These will be viewed sympathetically by the College. You may choose to speak to your Supervisor or Director of Studies in your department/faculty about these matters, or you may prefer to speak to somebody in College, in which case you may approach a member

of the Welfare Team (see page 28 for names and contact details), your College Advisor, the Academic Dean, or the Fellow for Graduates. For other points of contact in College for personal problems or difficulties, see the sections on Health Care (page 26) and Welfare Provision (page 28).

### **Changes to student status**

Changes in student status may include suspension, withdrawal, change of programme, lapsing and reinstatement, and early course completion. An explanation of what each of these means for you is available at [www.ox.ac.uk/students/academic/guidance/graduate/status](http://www.ox.ac.uk/students/academic/guidance/graduate/status)

### **Change from full-time to part-time mode of study**

Under University policy, if a student's programme of study is offered on both a full-time and part-time basis, he or she may apply to change his/her mode of study from full-time to part-time (and vice versa) once during his/her studies, except where the special regulations for the course prohibit any change. Applications must be made using the GSO.4 form (<https://www.ox.ac.uk/students/academic/guidance/graduate/progression>), and require the support of the student's supervisor or course director and college.

A student contemplating an application to change his/her mode of study is encouraged in the first instance to consult relevant sources of support available in the academic department. Students are also encouraged to draw upon the relevant sources of advice and support available in College, by requesting an informal discussion of options with their College Adviser, the Graduate Officer, or the Academic Dean. Formal applications to change mode of study which have received the support of the current supervisor (PGR students) or course director (PGT students) should be submitted for consideration by the responsible College Officer (usually the Academic Dean) via the College Office. Applications will be considered on a case by case basis. A meeting will usually be arranged with the Academic Dean giving the opportunity for the student to discuss their particular situation. The Academic Dean may request additional evidence or opinion to be supplied in support of the application.

The College's support will be given where the Academic Dean is satisfied:

- That there is a significant change in personal circumstances giving rise to the application
- That a change of mode of study for health reasons is supported by medical evidence that indicates part-time study is feasible and full-time study is not

- There are no substantive concerns regarding the academic progress of the student pertinent to the request
- That there is a clear and feasible plan for successful completion of studies and assessment
- That any implications for funding and access to College facilities and services have been fully considered.

### **Suspension of status**

If you are considering suspending status, please speak to your College Adviser or the Academic Dean (you can contact them directly), or contact your Supervisor, Director of Studies or the Graduate Studies Assistant in your department or Faculty for advice.

If you cannot work for a particular reason (e.g. illness, family circumstances, financial hardship) then you can apply for suspension of status for not less than one and not more than three terms at any one time. Overall, you cannot suspend status for any more than six terms. See Examination Regulations, [www.admin.ox.ac.uk/examregs](http://www.admin.ox.ac.uk/examregs).

Suspension of status within the University ‘stops the clock’ for all elements of your degree, including residence, fees, and terms for which a particular status may be held. If you are funded by a research council or charity you may need to make a separate application to the funding body in parallel to that being made within the University. Your funding body’s regulations for suspension of status will not necessarily be the same as those of the University. Your supervisor, Director of Graduate Studies, or Graduate Studies Assistant ([www.ox.ac.uk/students/academic/guidance/graduate/contacts](http://www.ox.ac.uk/students/academic/guidance/graduate/contacts)) should be able to advise you on this

### **Access to facilities and services**

A student with suspended status will retain their University card and Single Sign On (SSO) access to online resources, including email, and to University libraries, during periods of suspension. If your University card expires while you are on a period of suspension, you should contact the College Office to request a new card, which will be issued to last until your new expected completion date.

If you have a disability advisor at the Disability Advisory Service, you are welcome to remain in contact with them, however, the services accessed through the Disabled Students Allowance will not be available to you until you return to formal studies. This includes services such as specialist SpLD tuition, specialist mentoring, assistive technology training, proof-reading and

library assistance. Disability Advisors will be very happy to help you to make plans to reinstate recommended support as quickly as possible on your return to study.

You are eligible to refer yourself to, and use, the University Counselling Service during your period of suspension. If you are already engaged with the Counselling Service at a time when you suspend you can continue with your counselling until an appropriately agreed ending. If you are living away from Oxford you can arrange to have on-line counselling support with the Service.

It can be most useful to have contact with the Counselling Service at the point when you are suspending to work out how you can be best supported over the period of suspension. This can help you address such issues as finding appropriate therapeutic or medical support back at your home. It may also be helpful to access the Service before you return to your studies to help you re-engage with your academic work and college life.

If you access the Service during your period of suspension you will be offered the same level of therapeutic support as all other students. The Counselling Service offers brief and focussed therapeutic interventions. This can be negotiated with the clinician you are working with to decide how the Service can best support you. If you need longer or more specialised therapeutic treatments to help you address psychological difficulties then you will need to be referred to the appropriate NHS medical, psychological or psychiatric services.

A student may be suspended by the University because of non-payment of fees. If you are suspended due to non-payment of fees your access to University facilities and services will be withdrawn. You are required to return your card directly to Student Information at the Examination Schools. Information about this is available at <http://www.ox.ac.uk/students/fees-funding/fees/liability/payments>.

### **Impact of suspension on your student visa**

If you are an overseas student on a Tier 4 student visa you should be aware that a change to your student status can have an impact on your visa and may also affect the visas of any dependants you have in the UK and their permission to work here. More information is available at <https://www.ox.ac.uk/students/visa/during/changes>.

### **Changing course**

Graduates who wish to change their course should arrange to discuss the matter with the relevant contact in their Faculty or Department and with the Academic Dean.

### **Withdrawing from your course**

If you are considering withdrawal from your course, please speak to the Academic Dean or your College Adviser as soon as possible. You will be able to talk to them e.g. about whether a temporary suspension would be advisable in the first instance, and/or whether the College can do more to support you.

## **5. HEALTH CARE**

### **Medical services in the UK**

The National Health Service (NHS) is the UK's state health service, and provides a full range of medical treatment. The UK Council for International Student Affairs gives a good summary of the services provided by the NHS and which service should be used for which type of illness: <http://www.ukcisa.org.uk/>.

If you are coming to the UK for the first time, you are likely to notice a number of differences between the healthcare system here and the system in your home country. For example, you would expect to visit a General Practitioner (known as GPs, medical doctors based in a community health centre/surgery) for most health complaints rather than going straight to see a specialist at a hospital. Another difference is that, for students whose course lasts more than six months, much of the healthcare provided by the NHS is free at the point of delivery.

### **Immigration Health Surcharge (IHS) for access to NHS treatment**

For anyone coming to the UK for more than 6 months an IHS is paid as part of a Tier 4 and other visa applications, including student dependents. The IHS must be paid even if you have your own private medical insurance and do not intend to use the NHS. Students who already have a visa will be covered as normal for NHS treatment unless and until they need to make a further visa application.

Further information is available at <https://www.gov.uk/healthcare-immigration-application>

### **Emergency medical care**

In an emergency situation, call 999 from a mobile phone (or 9-999 from a College landline) to access ambulance, police or fire services. The 999 line is available 24 hours a day, 365 days a year and are free from landlines and mobile phones.



Always call 999 if, for example, someone is seriously ill/injured or a crime is in progress. Once you are connected to a 999 operator or call handler, they will ask you a series of questions to establish what is wrong. This will allow them to determine the most appropriate response as quickly as possible.

If you are in College, please let the Lodge know about any emergency situation. Call 77300 from an internal phone or +44 (0)1865 277300.

The College has a number of professionally trained people available for consultation by College members:

**The College Doctor:** Dr. Debbie Waller and her colleagues in the 19 Beaumont Street practice (<http://www.19beaumontstreet.com/>) are the doctors that most St John's students register with. Dr Waller has a particular, specialist interest in student health. Appointments should be made by telephone directly to the surgery (240501). Graduate students who are NOT registered with the College Medical Officer must inform the Lodge Manager of the name, address and telephone number of their doctor.

All students and their dependents who are studying in the UK for a year or more are entitled to register with the NHS, which is a Government-funded service. As a patient, you can access the NHS through your College Doctor who is a General Practitioner (GP). You cannot consult a medical specialist without going through your College Doctor first.

It is a requirement of the NHS and the University that students are registered with a doctor at their University, not at home. You may be seen as a temporary resident with your home GP during the vacation. You should register now. Please do not leave registering until you need to see a doctor.

There are several benefits to being registered with the college doctor:

- The practice can act as a gateway to all other sources of help for students.
- GPs at the College Medical Practice are able to arrange referral to local hospitals.
- The college doctor can liaise with college authorities at times of exams etc.  
**(but only with your express permission – we never discuss your medical issues with anyone in the College, your friends or your family unless you ask us to do so).**

**The College Nurse:** Mrs Vivienne Davis is available 8.30 am -10.30 am each weekday morning in the College Dispensary to treat minor ailments and offer advice on any medical (or social) problems. Staircase 5, North Quad.

**Dental Services:** Studental, Oxford Brookes University, Headington Campus; Telephone 01865 689997; e-mail: [reception@studental.co.uk](mailto: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](http://www.studental.co.uk).

**Sexual Health:** The College Doctors and College Nurse are available to offer support and advice on matters of sexual health. The nearest Sexual Health Clinic is at the Churchill Hospital, Headington. Details of how to find the clinic and the services it provides can be found here: [www.sexualhealthoxfordshire.nhs.uk/visiting/opening-times-and-how-to-find-us/oxford/](http://www.sexualhealthoxfordshire.nhs.uk/visiting/opening-times-and-how-to-find-us/oxford/)

## **6. WELFARE PROVISION**

### **The College's approach to welfare**

Just occasionally things can go wrong for any student, to the extent that some advice and help may be needed to sort the problem out. Accordingly, the College has tried to make sure that this is easily available to you, on several fronts and at several levels. In the first place, your own MCR Committee includes Welfare and Women's Officers who may be able to help.

Where more detailed, technical, or serious help and advice are needed, members of the College Welfare team and other members of staff may be able to help; their photographs are displayed in the Porters Lodge to help you recognize them in person and find out how to contact them. All may be approached either directly or by making an appointment by telephone, e-mail, or note to the relevant pigeon hole.

In managing its approach to welfare the College considers its graduate students to be responsible adults, and so welfare provision is primarily reactive as the College respects your privacy. Unless it's extremely obvious, no-one will ask you if you are unwell or if you have any sort of particular problem.

### **The welfare team**

If you do have a problem and would like to seek help, please make yourself known to a member of the welfare team:

- 1. Senior Dean:** Professor Jason Schnell is responsible for welfare provision, including liaison with the medical and counselling services; for discipline; for forwarding applications for financial assistance; for liaison with JCR and MCR committees; for the operation of the Porters' Lodge. (senior.dean@sjc.ox.ac.uk).
- 2. Chaplain:** Revd. Dr Elizabeth Macfarlane is someone you can talk to about any kind of topic or problem. She welcomes people of all faiths and none to talk about any matter of concern, in confidence. (chaplain@sjc.ox.ac.uk).
- 3. Junior Deans:** Brett Rosenberg, Aravind Ganesh, Giustina Monti and Nina Schneider are responsible for giving permissions and imposing conditions for parties and room-bookings; for discipline. Their office hours are advertised in the Lodge. (junior.deans@sjc.ox.ac.uk).
- 4. College Counsellor:** Dr Denise Barulis is available to see people in College on Thursdays. (denise.barulis@sjc.ox.ac.uk).
- 5. Tutor for Women:** Professor Theresa Burt de Perera is concerned with specifically women's matters, though she is equally prepared to talk to men as well as women. (theresa.burt@sjc.ox.ac.uk).
- 6. Equality Officer:** Dr Kate Doornik is responsible for ensuring that the College policy on equality of opportunity without regard for gender, ethnic background, sexual orientation, disability, age, etc., is followed. (kate.doornik@sjc.ox.ac.uk).

### **Students with disabilities**

Responsibility for meeting the needs of disabled students is shared across the Collegiate University. The Common Framework for supporting disabled students (available via <http://www.admin.ox.ac.uk/aad/swss/disability/commonframework/>) sets out the principles that underpin the procedures.

The College is committed to helping put in place recommended support for students with disabilities, including appropriate accommodation and/or access needs in College. Please contact the Academic Administrator in the first instance. College Office staff can also liaise on your behalf with your Faculty or Department, the Examination Schools and the University's Disability Advisory Service.

The University's Disability Advisory Service (DAS) provides information and advice on disability issues and facilitates support for those with, for example, sensory or mobility impairments, long-term health conditions, specific learning disabilities, autistic spectrum conditions or mental health difficulties. The DAS plays a central role in assessing student need and making recommendations for reasonable adjustments to remove disability-related barriers including working in collaboration with, and providing advice and guidance for, students, colleges, departments and other relevant sections of the collegiate University.

We strongly encourage you to let the Disability Advisory Service (DAS) know if you have (or think you might have) a disability as early as possible so that they can advise on the range of study support that is available and can make any support arrangements that may be required. You can download a guide to accessing disability support from the DAS website: [www.ox.ac.uk/students/welfare/disability](http://www.ox.ac.uk/students/welfare/disability). Alternatively, please contact the team to speak to a Disability Advisor who will be happy to answer any questions you might have via:

- Email: [disability@admin.ox.ac.uk](mailto:disability@admin.ox.ac.uk)
- Phone +44 (0)1865 280459
- In person at 3 Worcester Street, Oxford, OX1 2BX

It is not obligatory to disclose a disability but early disclosure will help the College to make the adjustments necessary to help students with disabilities to study effectively. If disclosure is not made at the time of application, it may not be possible for the College to make accommodation arrangements in response to individual circumstances. The College may require independent verification of the particular requirements claimed.

### **Support for students with partners and/or caring responsibilities**

The College has a limited amount of accommodation suitable for students who will be in Oxford with their partner and/or children. The Domestic Office can provide details on request.

The University of Oxford Newcomers' Club is an organization, run by volunteers, whose aim is to help the newly-arrived wives, husbands or partners of visiting scholars, of graduate students and of newly appointed academic members of the University to settle in and to give them the opportunity to meet people in Oxford. Membership is free (see [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk)).

The College traditionally organises an annual Children's Party for the children of students, staff and Fellows. This is usually held in December – you will receive an email nearer the time with details.

The College expects to complete the building of a new, purpose-built college nursery in time to welcome the first children at the beginning of the 2016/17 academic year. The nursery, which is adjacent to the College's Sports Ground on Bainton Road, will cater for children from 6 months to pre-school age. The aim is to provide high quality childcare in a small and caring setting for the children of students, academic and non-academic staff of the College. Weekly fees for College members are expected to be comparable to other University or college nurseries. Further information is available from the Bursary Manager.

More information about support for student parents is available at <https://www.ox.ac.uk/students/welfare/childcare>.

**Counselling Services:** All students are eligible to use the University Counselling Service at 11 Wellington Square (see <https://www.ox.ac.uk/students/welfare/counselling> for details of the service offered by the University and how to book a Counselling Service appointment).

In addition, the College provides counselling which is exclusive to St. John's students. This is provided by Dr Denise Barulis who sees people in College on Thursdays and can be contacted by email ([denise.barulis@sjc.ox.ac.uk](mailto:denise.barulis@sjc.ox.ac.uk)). Students are free to choose which service they prefer to use.

### **Oxford Nightline**

Nightline is a completely independent listening, support and information service run for and by students. It aims to provide every student in Oxford with the opportunity to talk to someone in confidence. No contact is made with any outside agency, academic department or anyone else; you don't even have to give your name.

You can phone Nightline on (2)70270 any time from 8 pm to 8 am. It is open from Sunday of 0<sup>th</sup> Week until Saturday of 10<sup>th</sup> Week, and a week on either side. If you are calling from an Oxford (01865) number or from a mobile it is possible for Nightline to call you back if you wish.

Alternatively, you can call in to the office at 16 Wellington Square, or contact the service via skype. Further information is available at <http://www.ox.ac.uk/students/help>

### **OUSU**

Oxford University Student Union (OUSU) is the official students' union, representing all matriculated students of the University. Further information is available at <http://ousu.org/>.

### **Student-Led Support**

A range of student-led services are available to provide support for academic and personal worries, or allow you to discuss any problems you have in confidence. Further information is available from <https://www.ox.ac.uk/students/welfare/peer>.

### **Harassment**

The College endeavours to encourage a culture of non-tolerance of any form of harassment. It is committed to promoting equality and diversity, and aims to provide an environment in which all students, employees, contractors, and visitors are treated with dignity and respect, and in which they can work and study free from any type of discrimination, harassment, or victimisation. Those in positions of seniority within the College, e.g. the President, Senior Tutor, Academic Dean and Senior Dean, will do their utmost to ensure that this commitment is upheld by all members of the College.

The College's Harassment Policy and Procedure should be read in conjunction with the College's Equality Policy. Both are available at <http://www.sjc.ox.ac.uk/391/College-Policies.html>

St John's College Harassment Advisers for 2016-2017 are:

Kate Doornik ([kate.doornik@sjc.ox.ac.uk](mailto:kate.doornik@sjc.ox.ac.uk)) – Equality Officer

William Whyte ([william.whyte@sjc.ox.ac.uk](mailto:william.whyte@sjc.ox.ac.uk)) – Vice President

Theresa Burt de Perera ([theresa.burt@sjc.ox.ac.uk](mailto:theresa.burt@sjc.ox.ac.uk)) - Tutor for Women

Nikolaj Lübecker ([nikolaj.lubecker@sjc.ox.ac.uk](mailto:nikolaj.lubecker@sjc.ox.ac.uk))

Jane Malcolm ([jane.malcolm@sjc.ox.ac.uk](mailto:jane.malcolm@sjc.ox.ac.uk)) - College Office

Ashby Hope ([ashby.hope@sjc.ox.ac.uk](mailto:ashby.hope@sjc.ox.ac.uk)) - IT Office

And see <http://www.admin.ox.ac.uk/eop/harassmentadvice/advisornetwork/>

The University Policy and Procedure on Harassment can be found at:

<http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/>

### **Personal Safety**

Like any other large city, Oxford has suffered its share of problems. Please use common sense when out after dark and keep to well-lit and well-populated areas. Most College Rooms have door chains, but if your room does not and you would like one, please ask at the Domestic Administrator's office or the Estates Office. Incidents of theft and intrusion do occur in College and you should lock your door when leaving your room even for a short period.

### **Safety and Fire Precautions**

The Safety Officer (College), Professor Angela Russell, has general responsibility for implementing safety policy but every member of the College has, by law, a personal responsibility for communal safety.

Common sense usually suggests what is safe, but there is specific advice about fire. This is detailed in a notice, FIRE PRECAUTIONS, which is provided in every College room and must be kept clearly visible. All occupants of College rooms are expected to read the notice and to think in advance what they would do if there were a fire. To ensure maximum safety and also to avoid false alarms, fire doors must be kept closed at all times and cooking must be restricted to authorised locations. If you cause a fire by cooking in an unauthorized location, the penalties will be very severe. Avoidable false alarms caused, for example, by burning food or leaving kitchen doors open attract an automatic fine by the Deans.

Tampering with fire extinguishers, alarms and safety equipment is an offence which is regarded by the College as serious, and by the law as criminal.

The College's Statement on Health and Safety Policy is available on the website at <https://www.sjc.ox.ac.uk/391/College-Policies.html>

### **Drugs**

It is a criminal offence for the College to permit the use of illegal drugs on any of its premises. Therefore such behaviour cannot be tolerated, and any instance will be treated severely. Any individual involved with dealing in such substances, on however small a scale, and whether on College premises or elsewhere, can expect to be treated with the utmost severity.

## **7. FINANCIAL MATTERS**

### **The Finance Office**

The Finance Office is available to all students for assistance with financial matters. Opening hours are Monday to Friday between 9 am and 2 pm. You can also make an appointment to see the College's Finance Bursar to discuss your financial situation should you wish.

### **University Policy on suspension for non-payment of fees**

You are required to pay your fees for the year no later than Week 1 in the term in which you commence study or seven days after the actual start date of your course if this is later. Information about the payment of fees, including FAQs on payments and refunds, is available at <http://www.ox.ac.uk/students/fees-funding/fees/liability/payments>.

## **Hardship Funds**

The University and the College have hardship funds which can be made available as either a loan or a grant to students who find themselves unexpectedly and unforeseeably in financial need. Please note that this does not therefore include hardship arising from circumstances which could have been foreseen at the time of admission.

Both the College and the University hardship fund committees look very carefully at your original financial guarantee/declaration paperwork. Evidence is therefore needed of circumstances leading to your guarantor's inability to continue to provide funding. Please note that currency fluctuation does not count as unforeseen hardship.

Application to the College Hardship Fund is made by completing a confidential form available from the Senior Dean or her secretary, who is based in the College Office, or on-line on the College website. Normally the application will be forwarded to the members of the Committee after a short discussion with the applicant, and a decision can usually be reached within a week; the whole process is treated in strict confidence. The Committee can offer grants, loans, deferment of payment of battels, or any appropriate combination of these.

Information about the University Hardship Fund is available at <http://www.ox.ac.uk/students/fees-funding/assistance/hardship/uhf>

## **Access to Learning Fund**

Financial assistance is available for those classified as "home" students who face difficulty in meeting their living costs. This fund cannot be used to meet the cost of tuition fees. UK Students must apply for the Access to Learning Fund ([www.ox.ac.uk/students/fees-funding/assistance/hardship/alf](http://www.ox.ac.uk/students/fees-funding/assistance/hardship/alf)) before they can apply to the University Hardship Funds.

## **Employment**

The University recognises that some graduate students will want to undertake a limited amount of paid work during their studies, whether as part of their academic development (for example, teaching and demonstrating) or to help to support themselves financially. The University has Paid Work guidelines which you are advised to read (<http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork/>). The guidelines aim to ensure that any paid work undertaken does not adversely affect students' success in their studies or their ability to complete their course on time. In addition, some graduates will have prescribed limits on how many hours' paid work they can do, which must be observed: for example, graduates funded by research councils and some other scholarships, and those graduates with student visas.



The College's position on graduate students taking paid work is that they may, with the express permission of their Supervisor or Course Director, undertake up to six hours of paid work per week outside their studies. This includes teaching, library work, non-academic work etc. Working in excess of this weekly limit constitutes a breach of the College student contract; it is presumed all students are working full time on their academic work and will complete their course of study promptly.

You should be aware that demand for part-time paid work in Oxford often exceeds the amount of paid work available, whether it is academic paid work or other forms of paid work. For this reason, you should not rely on the availability of paid work to fund your University and college fees and living costs when planning how to finance your studies and completing the Financial Declaration.

## **8. GRANTS, SCHOLARSHIPS AND PRIZES**

### **Partnership Graduate Scholarships**

St John's College has partnership arrangements with the University's Clarendon Awards scheme and with relevant University Divisions for 'Research Council UK' awards ("RCUK awards"). Under these arrangements, the College awards a number of partnership graduate scholarships each year, to be held by students at the College embarking on new graduate courses at the University.

The various general college graduate scholarships (College Graduate Scholarships, Lamb and Flag Scholarships, 450th Anniversary Fund Scholarships and Kendrew Scholarships) are awarded in partnership with these other awards. Partnership awards are restricted to students applying for a course leading to a doctorate. Further information is available at <http://www.ox.ac.uk/clarendon/>

Students applying to the University who apply for a RCUK graduate award may also be considered for a St. John's/RCUK partnership award. A person considering applying for a RCUK award should contact the University Department or Faculty responsible for their new course for information as to eligibility and how and when to apply.

### **Kendrew/Clarendon Scholarships**

The Kendrew Funds were bequeathed to St John's College by Sir John Kendrew, a distinguished scientist and Nobel-prize winner, and former President of St John's College. In keeping with the spirit of Sir John Kendrew's international and humanitarian concerns, the funds are offered to a worldwide field of applicants from economically less developed countries, more specifically, to students who are from countries whose Gross National Product (GNP) falls outside the highest 25% of countries in the world. There is no restriction as to subject.

The Kendrew Scholarships are awarded in partnership with the Oxford Clarendon awards.

### **Elizabeth Fallaize Scholarship in French**

This Scholarship was founded by the College in 2010 through the generosity of the late fellow of the College, Professor Elizabeth Fallaize, and of one of her former graduate students, who together contributed to the establishment of an Endowment Fund of the College. The Scholarship is awarded for study towards a D. Phil in French and there is only one holder of the Scholarship at any one time.

### **Dr Yungtai Hsu Scholarship**

This scholarship was founded in 2003 and is supported by the generous provision of funds by Dr Yungtai Hsu, an alumnus of the College. The Scholarship provides £15,000 towards fees and maintenance, either for one full award or more than one partial awards to students who have been accepted on the MSc in Environmental Change & Management who is committed to the environmental protection and development of China or Taiwan, who will work in this field upon completion of their course and who is willing to become a graduate student of the College.

### **North Senior & Beeston Scholarships**

The College elects two North Senior Scholars each year from amongst its current graduate students. Applicants must be currently registered for a research degree. The Scholarships are open to candidates in all subjects. A successful candidate in the field of Middle Eastern Studies would be awarded the title Beeston Scholar. The basis for the award will be excellence in research. Scholars have the right to dine at High Table once a week in Full Term, and will receive an emolument of £500 per year. The Scholarships are tenable during the period of fee-paying study up to a maximum of two years.

Application forms and further information is available from the Graduate Officer in the College Office ([graduate.office@sjc.ox.ac.uk](mailto:graduate.office@sjc.ox.ac.uk))

### **The Daniel Slifkin Scholarship for Study for the BCL or the MJur**

The scholarship is available to a student embarking on the BCL or MJur at St John's College and is open to a law graduate of any University. The scholarship covers full University fees (at either the Home/EU or Overseas student rate as applicable), College fees and maintenance of the Scholar.

### **Special Grants**

Special Grants are primarily to help students with the cost of attending conferences at which they are presenting a paper or poster, but may also be available for other academic purposes, for example to visit sites or museums or for research trips outside Oxford. The application form is available on the College website. Applications must be submitted to the College Office by 12 noon on Friday of Week 5 in Michaelmas Term and Fridays of Weeks 0 and 5 in Hilary and Trinity Terms. Retrospective applications are not accepted.

Students are strongly urged to seek funding from other sources, including their Departments or Faculties. The University's Fees and Funding website has a guide to funding for current graduates at [www.ox.ac.uk/students/fees-funding/search/graduate](http://www.ox.ac.uk/students/fees-funding/search/graduate).

### **Academic Grants**

Graduate students are entitled to apply for help towards the purchase of approved books, materials, and other items of an academic nature which directly support academic study. The grant may be used towards the purchase of portable or hand-held computing devices, monitors, desktop computers, computer software or memory/hard-disk up-grades, and peripherals. Other items will be considered on a case-by-case basis. The College will not reimburse the costs of phone or data services or maintenance contracts for items purchased, or for items of academic dress such as gowns. Please contact the College Office for advice if you have any doubts about whether the cost of a projected purchase may be claimed from the Academic Grant.

Completed applications must be received in Room 23 of the Bursary during 8th Week of each term, except that applicants in their final year may only submit claims in the Michaelmas and Hilary Terms as grants are credited on the following term's battels. The total claimed over the academic year must not exceed the maximum grant for that year. A note of previous claims should be made on subsequent claim forms to enable this to be verified. The Academic Grant application form is available on the College website.

### **Blues Squad Grants**

The College pays grants of up to £250 per year to cover the costs incurred by students through membership of university representative team squads. Claims are made on a Blues Squad Form, available on the College website.

### **Thesis Binding Grants**

The College will pay towards the costs of binding two copies of a D.Phil Thesis. One of the copies must be for submission to the Bodleian Library. Up to £30.00 maximum per copy may be claimed back from the College (£60 in total).

Claims are made on a form available on the College website, which must be submitted, together with receipts, to the College's Accounts Office. All claims must be made within 3 months of being granted leave to supplicate for your D.Phil.

### **Mapleton-Bree Prize for work in the Creative Arts**

The College will offer a prize of up to £300, which may be shared if deemed appropriate by the judges, for original work in any branch of creative art (drawing, painting, sculpture, poetry, music, photography, etc.). If there is no entry of adequate standard there will be no award. All junior members, whether graduates or undergraduates, may compete and the entries will be judged by a Committee consisting of both junior members and senior members of the College. Competitors should send in one example of work done during the previous twelve months. Entries are considered in Trinity Term each year and should be sent to the President's Secretary not later than the end of the third week of Trinity Term.

### **Alister Sutherland Award**

This award is for a journey in the high mountains. Applications are invited for this award which has been instituted as a result of a generous gift from Dr Gillian Sutherland in memory of Alister Sutherland, distinguished economist, who read Politics, Philosophy and Economics at St John's. The award, up to £350, will be made annually to an undergraduate or graduate member of St John's who presents the most imaginative and best planned proposal for a journey in the high mountains, preferably (but not necessarily) in mountainous regions where the summits exceed 3000 metres in height. The purpose is to encourage the discovery and the enjoyment of the high mountains.

Applications are considered in Hilary Term each year and should be sent to the President's Secretary not later than the end of the third week of Hilary Term.

### **Hans Michael Caspari UN Travel Grant**

This grant is for studies in the field of International Relations. It was established through the generous gift of the late Professor Sir Fritz Caspari and his wife, in memory of their eldest son Hans Michael, who like his father and brother, attended St John's. The award, of up to £700, will be made annually to an undergraduate or graduate member of St John's to assist them to travel to Bonn, New York, Geneva, Vienna or one of the other seats of the UN or more generally to the seats of other international organizations, in order to further their study of International Relations.

Applications, in the form of a letter of no more than two pages with a separate CV and marks if available, should be sent to the College Office by Friday of 1st Week of Hilary Term and will be awarded in time for travel during the Easter or Long Vacations.

### **Burke Knapp Travel Scholarship Fund**

This scholarship is for students in pursuit of development issues in the Third World/Emerging Economies. Applications are invited for this travel fund, which has been established through the generous gift of the late Mr Joseph Burke Knapp, Honorary Fellow of St John's College. The award, of up to £700, will be made annually to an undergraduate or graduate member of St John's to cover travel and related expenses in pursuit of development issues in the Third World/Emerging Economies. Applications should be made to the College Office by Friday of 1st Week of Hilary Term and will be awarded in time for travel during the Easter or Long Vacations.

### **Sir Royston Goode Prize for BCL or MJur**

This prize, for the BCL or MJur, is awarded owing to the generosity of Sir Royston Goode C.B.E., Q.C., M.A., (L.L.B., L.L.D., Lond.), F.B.A., formerly Norton Rose Professor of English Law, and Emeritus Fellow of the College. A sum of £1,000 is awarded annually to the St. John's graduate student who, in the opinion of the College Law Tutors, has achieved the best marks at the level of distinction for the BCL or MJur degrees.

## **9. COLLEGE POLICIES AND PROCEDURES**

The College maintains a range of policies and codes of practice to help set expectations around the way that the College delivers its responsibilities and the way that we expect our members (students, staff, Fellows, Senior Members and others associated with the College) to conduct themselves.

The policies listed below can be found at <https://www.sjc.ox.ac.uk/discover/about-college/legal/college-policies/>:

- Bribery and fraud policy
- College regulations relating to the use of Information Technology facilities
- Data protection and Cookies policy
- Data sharing policy
- Equality policy
- Fire safety policy
- Freedom of speech policy
- Harassment policy and procedure
- Harassment flowchart
- Health and Safety

- Identification and reporting college members and staff at risk of radicalization procedure
- Identifying at risk students policy
- Information security policy
- IT policy
- Management of faith facilities policy
- Physical security policy
- Prevent duty policy
- Public sector equality duty policy
- Room booking by students policy
- Room booking by students procedure
- Safeguarding policy
- Smoking policy
- Social media guidelines
- Social media policy
- Statement of purpose

## **10. UNIVERSITY POLICIES AND GUIDANCE**

An A-Z of University policies and guidance is available at <http://www.admin.ox.ac.uk/aad/a-zofpolicies/>

## **11. ST JOHN'S COLLEGE COLLEGE REGULATIONS**

The Deans, the President, and ultimately the Governing Body, are responsible for seeing that standards of civilized and mutually considerate behaviour are properly maintained and observed. The Deans maintain written regulations governing the behaviour of members. The regulations which follow are needed so that the College can function successfully and harmoniously as a large and complex community of junior members, senior members, administrative and domestic staff of many descriptions. The written regulations have evolved as the result of joint work by senior and junior members to help create conditions favourable to study for all members of College. All persons becoming members of the College do so on the understanding that they will abide by the written regulations.

The Deans are empowered at their discretion to impose a wide range of penalties on any junior member who commits a breach of the regulations. Where appropriate, the Deans will consult with the JCR and MCR Presidents before taking serious disciplinary measures. They also try to take account of the views of junior members of the College about the working of the

regulations. An appeal against any decision of the Deans in the exercise of their discretion can be made to the President.

Reference is made at various points in the regulations to further instructions issued by the appropriate College Officers. These extensions of the regulations exist to permit a flexible treatment of matters of detail concerning the running of the College.

### **General**

Members of the College are required:

1. 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.
2. To cooperate with any officer or member of the staff of the College in the performance of their duty, and to check their pigeon-holes and their email regularly (i.e. at least three times a week) while in residence and to read any communications from officers or members of staff of the College, unless unable to do so due to illness, disability or other unavoidable cause.
3. To observe the statutes, rules and regulations of the University.
4. To preserve the facilities and amenities of the College, its building and gardens, and to observe the rules for the use of the library and other parts, departments and facilities of the College issued by the appropriate College Officer. It is strictly forbidden to climb on any part of the College fabric, including its roofs.
5. Serious breaches of the rules and regulations of either College or University may entail suspension (rustication) or expulsion (sending down) from the College. These and less serious breaches may entail fines or the limitation of the use of College facilities (including exclusion from residence in College rooms) at the discretion of the Deans, but with an appeal to the President. There is a right to appeal to an Intercollegiate Appeal Tribunal against any disciplinary decision of the College once the College's own procedures have been completed. Beyond the Intercollegiate Appeal Tribunal, the last domain for appeal is the Office for the Independent Adjudicator for Higher Education.

### **Charges**

6. All members shall pay their termly College bills (battels) at the time notified by the Bursar, unless the Bursar has given written permission to the contrary. Junior members are encouraged to discuss with their Tutor, the Bursar, the Senior Dean or the President any difficulties they may have in meeting their College bills; but unless they have obtained written permission for the delay of payment, junior members may not come into residence for the new term until any College bill which has been outstanding in whole or in part for a complete term has been paid. Late payment of College bills will be liable to be treated as a disciplinary offence. Junior members are not normally presented to the University for degrees whilst any College bill is outstanding.
7. Damage to College property or to that of its members shall be charged to the member responsible. Residents in College (including College annexes) are responsible for any damage done in their rooms. General damages may be charged to all junior members resident in College if the person responsible cannot be identified. The Senior Dean consults with the Presidents of the JCR and MCR before imposing charges to general damages.

#### **Domestic**

8. Undergraduates who wish to be absent for the night during the week in full term should sign out at the Porter's Lodge. This is partly to ensure that undergraduates can be contacted by the College in an emergency and partly so that, in case of fire, the duty Porter knows how many persons are to be accounted for. It is a general duty upon all members to keep the College so informed.
9. Equally, undergraduates wishing to be absent for one or two nights on Friday, Saturday or Sunday nights during Term should, before they leave, sign the signing-out book in the Lodge for that purpose and should sign again in the same book when they return.
10. Junior members absenting themselves from College during Term on medical or other personal grounds are expected where possible to report their proposed absence to one of the following: Tutor, Head Porter, Academic Administrator, College Nurse, Deans. This does not dispense junior members from using the signing-out book for absences on Saturday or Sunday nights, but it is applicable in circumstances where those procedures are not practicable, especially in instances of illness.
11. Junior members living in Middleton Hall, Museum Road, Blackhall Road, St John's Street or in other premises designated by the Deans and Bursar as extensions of the College



for the purpose of the Regulations are subject to the same rules and discipline as those living in College.

### **Regulation of noise**

12. Every member resident in College is responsible for ensuring that they do not disturb their neighbours and so shall keep any noise in their rooms at a level reasonable for the time of day or night.
13. There are certain hours during which the playing of musical instruments, or listening to radios or recorded music, in such a way as to be audible outside the room concerned, will generally be treated as an unreasonable disturbance of other users of the College. Throughout the year, these hours are:  
11.30 pm - 8.00 am and 9.00 am - 1.00 pm every day,  
5.00 pm to 7.00 pm on weekdays.
14. If a member causes persistent disturbance by playing musical instruments, radios, or other music equipment, they may be prevented from introducing them onto or keeping them on College premises.
15. At no time are radios, etc., to be played in any of the quadrangles or gardens of the College, nor are they to be played from within any room so as to be clearly audible in the quadrangles or gardens.
16. Various other rules attach to the use of the College premises, particularly to rooms in which members of the College reside:
  - i) No explosives, including fireworks, are allowed in College
  - ii) Aerials may not be placed on nor attached to College buildings
  - iii) Posters other than election posters for national, local, European Parliamentary or Oxford Union or OUSU elections may not be displayed on walls or windows of the College or its Museum Road, Blackhall Road or St. John's Street houses, nor generally in such a way as to cause annoyance or offence to those using any College premises or being in the vicinity of any College premises.
  - iv) Wet washing should not be hung in rooms or outside windows to dry.

- v) The playing of ball-games, frisbee or 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.
  - vi) Cooking equipment may not be kept or used in rooms.
  - vii) In accordance with Government Legislation, all buildings and enclosed spaces in St John's College are non-smoking. Some designated smoking areas are provided in the College grounds.
17. Certain parts of the College, the President's Lodgings, Fellows' rooms, the Porters' rooms in the Lodges, the SCR, the Kitchens, the Buttery and (except at stated times) the Bursary, are out of bounds to junior members and may only be entered by them upon invitation from the President or the relevant officers.
  18. Residents in College who wish to entertain parties of twelve or more persons in their rooms or elsewhere in College must obtain leave of one of the Junior Deans. The time fixed for the ending of such entertainment must be strictly adhered to, and disturbance of neighbours must be minimised both by prior consultation and by consideration for their convenience during the party concerned.
  19. Use of College rooms for public events: Please refer to the student room booking policy, available on the College website. (<https://www.sjc.ox.ac.uk/discover/about-college/legal/college-policies/>).
  20. Residents may arrange for guests to spend a limited number of nights in College; details about such arrangements are circulated separately. Members of the College are responsible for the conduct of their guests. In particular, they must ensure that guests cause no disturbance or inconvenience to other members of the College, and that guests are either escorted off the College premises or are in the company of a member of the College after the gates of the College are locked at night.
  21. Except as provided in Rule 20, guests may not without the permission of a Dean remain in College after the Gate is closed. Junior members and their guests are not allowed to sleep overnight in any of the College public rooms, including the JCR and MCR rooms.
  22. All junior members of the College are required to be members of the Amalgamated Sports Clubs. Graduates and Senior Status Students are also members of the Middle Common Room.

23. The College Bar will normally only be open during licensing hours. The supply and consumption of alcoholic drinks on College premises shall take place subject to restrictions determined by the Deans. The purpose of these restrictions, which will normally relate to the public rooms of the College, is to ensure that the standards required by the licensing laws are strictly adhered to. Contraventions of these restrictions will therefore be liable to be treated as serious offences.

## **12. ST JOHN'S COLLEGE DISCIPLINARY CODE**

### **1. Introduction**

- (a) A junior member who, whilst a member of College, brings the College into disrepute and/or indulges in conduct inimical to the orderly life of the College will be liable to disciplinary action by the College. Action may be brought against members in respect of such behaviour, *inter alia*, within other Colleges, within the precincts of the University, or elsewhere within the City. The University includes the student press, social networking sites, weblogs and online sites associated with the University.
- (b) Any junior member who has been convicted of a criminal offence of such seriousness that an immediate term of imprisonment might have been imposed (and whether or not such a sentence was in fact imposed) is required to inform the Senior Dean, who will instigate disciplinary procedures as set out in section 5 below.
- (c) It is an offence for a junior member to fail to take reasonable steps to prevent disruptive or offensive behaviour on the part of anyone they invite into College.

### **2. Disciplinary offences**

A disciplinary offence is

- (a) a contravention of any regulation within the College Regulations; or
- (b) a contravention of any University regulation or code as found by the appropriate University authority; or
- (c) Any other conduct which disrupts or attempts to disrupt the lawful activities of members of the college or its staff, constitutes dishonest dealings with another member of the college or its staff or is otherwise seriously detrimental to the interests of the college.

### **3. General principles in imposing penalties**

In determining whether a contravention has occurred, the principle that the weight of the evidence should be commensurate to the seriousness of the contravention shall be applied. In imposing penalties under these regulations, regard shall be had to the principle of proportionality.

### **4. Penalties and charges which may be imposed by the Senior Dean**

- (a) Disciplinary powers exercised by the Senior Dean normally include fines up to £250, exclusion from parts of the College for short periods (no more than one term), disconnection from the IT network, confiscation, and community service (no more than 10 days). The Senior Dean may also impose charges for damage to property, sufficient to cover the costs of repair and/or replacement up to £1000.
- (b) In the case of minor offences (such as might be covered by the penalties outlined in section 4(a), above), the junior member will be informed in writing of the penalty and the reasons for its imposition. They should be given the opportunity to attend a meeting with the Deans before the penalty comes into force, if they wish. In circumstances where there is doubt as to fact, responsibility or identity, the junior member shall normally be summoned to appear before the Deans. A summons will also normally be held in cases of repeated offence or where the seriousness of the offence makes it appropriate. The Dean will keep a brief confidential record of the offence and penalty.
- (c) Appeals by junior members against penalties arising from minor offences should be received in writing by the President no later than 5 days following the receipt of the letter communicating the penalty. The President will convene a Disciplinary Committee (as outlined in 5b below) which will meet to consider the penalty within two weeks. The penalty will normally be suspended pending appeal.

### **5. Formal Disciplinary Procedure**

- (a) Serious offences (such as might not be covered by the penalties outlined in (4.a)) must be referred by the Senior Dean to a Disciplinary Committee. Penalties available to the Committee include: fines in excess of £250 and charges above £1000; community service of greater than 10 days; denial of access to College facilities (including bar, Library, Computer Room, IT facilities; Hall; accommodation), rustication (i.e. denial of access to College premises for a specified period, possibly requiring the fulfilment of specified conditions for return); sending down (i.e. termination of rights of access to the College's premises, facilities and services); expulsion (i.e. permanent loss of membership of the College); combinations thereof.

- (b) The Disciplinary Committee shall consist of three members, drawn from a pool of ten members of the Governing Body, excluding the Senior Dean; none of the members selected for the Committee shall have been a tutor or supervisor of the junior member. The pool shall be appointed by the President at the start of the academic year; the membership of each Committee will exclude those who have previously served on a Committee or an Appeals Committee that year, and thereafter be determined by lot. When all members have served on one Committee during the course of an academic year, they will be asked to serve a second time, as determined by the principles outlined above. The President will appoint one member as Chair.
- (c) The Committee's hearing shall take place as soon as practicable; normally within one week of the Senior Dean's informing the President. The junior member shall be notified of the composition of the Committee, any penalty which will be proposed to the Committee by the Senior Dean and the proposed time and place of the Committee's hearing (which will allow reasonable time for the junior member to prepare for it). In advance of the hearing the junior member should be given a clear statement of the grounds for his or her being referred to the Committee, and a copy of all documentation with which the Committee is provided. This will include a list of any witnesses. The junior member should be allowed to take advice in advance of the hearing and is entitled to be adequately represented at the hearing itself, being given the chance either to make a written submission, or, if they prefer, to appear in person or with a representative before the Committee. The junior member should normally in the latter case be offered the possibility of being accompanied by an officer or other member of their Common Room. They may also ask for witnesses to attend.
- (d) The duty of the Committee is to establish all relevant facts, based upon the evidence submitted and statements made by the Senior Dean, Junior Deans, the junior member, witnesses and the junior member's representatives and then decide whether the case is proven. If it is so decided, the Committee will then determine, bearing in mind the interests of the College and the junior member, the proportionate, appropriate and practical penalty. The evidence may be written, but is not confined to this form. The Committee may ask the Senior Dean to propose a penalty.
- (e) The hearing will begin with the Chair reading the statement of the grounds for the junior member being referred to the Committee. The Senior Dean, Junior Deans, junior member and witnesses may be asked to speak in an order and format to be determined by the Chair of the Committee. The junior member or their representative will be given

an opportunity to: make an opening statement; cross-examine any witnesses; submit evidence (written or otherwise) and/or argument; make a closing statement after any closing statement by the Senior Dean. The Chair of the Committee will be responsible for making a written record of the hearing.

- (f) The Committee will ask the junior member, the Senior Dean and any witnesses to withdraw before deliberation. They may re-summon any of the above: the junior member will be given the opportunity to be present for any further summons. Having considered the matter, the Committee will agree its decision by vote: the Chair's vote will be the casting vote in the event of a tied vote. The Committee may confirm, increase, decrease or set aside any penalty proposed by the Senior Dean. The decision will be promptly communicated in writing to the junior member and to the President.
- (g) For offences involving more than one junior member, the Committee may choose to hear each case separately or to hear all offenders' cases together before the Committee. All offences will be decided on their individual facts.
- (h) When considering appeals against minor offences the Committee may choose to allow written evidence and written submissions only. Decisions will be communicated by the Chair in writing to the junior member(s) and copied to the Senior Dean.

## **6. Serious Cases: Appeals**

If a junior member wishes to appeal against a decision of a Disciplinary Committee they may do so, in the first instance according to the arrangements set out in the College's Appeals Procedure.

- (a) In a case involving a serious offence (which is not covered by 4a), a junior member may appeal to the Conference of Colleges Appeal Tribunal, of which the College is a member. The Junior member may appeal to the Tribunal not more than five days after the Disciplinary Committee's decision. The Conference of Colleges may be contacted via its Secretariat in the University Offices, or at <https://weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll>
- (b) Under the Higher Education Act 2004, certain complaints which the junior member considers not to have been properly dealt with by either the College and/or the Appeal Tribunal of the Conference of Colleges can be pursued with the Office of the Independent Adjudicator for Higher Education; information on the Adjudicator may be found at OIA, Second Floor, Abbey Gate, 57 – 75 Kings Road, READING, RG1 3AB. Tel. 0118 959 9813. Web <http://www.oiahe.org.uk/>

- (c) In cases where the junior member is subject to proceedings under both disciplinary and academic grounds, the President may convene a joint Disciplinary Committee and if required, a joint Appeal Panel. In such cases, the President shall determine which procedure should take precedence.
- (d) Very serious offences that may involve criminal proceedings will be reported to the police.
- (e) The President may suspend a junior member, pending the hearing of an appeal where it is judged on reasonable grounds that the continuing presence of that junior member would be disruptive to the College community. Such a suspension would be precautionary rather than punitive.
- (f) Where a decision is made against a student under the regulations referred to in sections 5 above, the student shall immediately be informed of the right to appeal, and provided with a statement of the nature of the appeal process and the steps necessary to make the appeal.

### **13. ST JOHN'S COLLEGE APPEALS PROCEDURE**

#### **1. Introduction**

This document sets out the normal procedure that the College follows when there is an appeal by a student against a decision of a College Officer.

The intention in specifying this procedure is to provide appellants with a document they can refer to that sets out clearly the normal process that College follows when dealing with appeals in order to ensure a consistent and sensitive approach to difficult situations. The specific process set out in any individual College Policy should follow the general principles set out here. However, in the event of apparent conflict between the provisions of this document and those of any other College Policy, the provisions of this document shall prevail.

While this document is intended to set out the framework for appeals regardless of their origin, it remains possible that a situation may arise which is outside the scope of normal expectation and where the President and Governing Body must agree an ad-hoc process; nevertheless the normal expectation is that the underlying principles set out in this document should still be followed.

### **1.1 Form of Communication**

Where a College Policy requires communication with an appellant in writing, the normal method is by email to the appellant's personal email address. An email will be regarded as having been delivered to the recipient at the time of sending.

In the event of dispute over receipt of communication from the appellant to the College, the College reserves the right to require production of reasonable evidence of such communication which may include evidence of recorded delivery posting or sending by email.

### **1.2 Underlying Principles**

Decision making by College Officers will normally have followed the sequence of informal process followed by formal process. In the case of decisions affecting an individual student or member of staff, the person concerned will normally have been consulted at both the informal and formal stage and will have been able to be accompanied by a friend or adviser to any meeting with College Officers. Normally every attempt to resolve issues will be made at the informal stage before a formal stage is invoked by the College Officer according to the appropriate College policy which covers the specific issue. If a student is then unhappy with the decision of the College Officer they should be able to appeal, giving written reasons, within a time specified in the appropriate College policy. On receipt of an appeal, an Appeal Panel should be convened and should come to a decision as quickly as practically possible and inform the appellant without delay of their decision.

If the appellant is unhappy with the decision of an Appeal Panel then depending on the issue they may be able to request that the College decision is considered by the Appeals Panel of the Conference of Colleges or they may decide to refer the College decision to the Office of the Independent Adjudicator for Higher Education (for which there is a time limit). The OIA will normally expect a student to exhaust their remedies through the College and/or University's internal appeals processes before it will consider a referral.

The Conference of Colleges may be contacted via its Secretariat in the University Offices, or at <http://www.confcoll.ox.ac.uk/>



Information on the Adjudicator may be found at OIA, Third Floor, Kings Reach, 38-50 King's Road, Reading, RG1 3AA. Tel. 0118 959 9813. Web <http://www.oiahe.org.uk/>

## **2. Appeal Process**

### **2.1 Requesting an Appeal**

If a person is unhappy with the decision of a College Officer they must, within a time specified within the appropriate College Policy, write to the College Officer (or President, as specified in the appropriate Policy) to request an appeal, setting out the grounds for their appeal.

### **2.2 Appeal Panel Process**

- (i) All Appeal Panels are convened by the President and normally will be chaired by the Vice-President or a senior member of the College's Governing Body with no previous involvement in the case. They will normally have at least three members, who should be drawn from the Governing Body and may in addition include professional advisers.
- (ii) The Chair will fix a date for a formal meeting of the Appeal Panel to hear the case, and will invite the appellant (who may be accompanied by a friend or adviser) to attend to discuss the concerns and all relevant issues. If requested by the Chair, a member of the College administrative staff will act as Secretary to the Panel.
- (iii) Wherever possible, the appellant will be given at least 7 days' notice of the meeting of the Appeal Panel. The appellant will be informed of the purpose of the hearing. The appellant will also be provided with a copy of any documents to be considered at the meeting and asked to provide any documentation they wish the Panel to consider in good time for the meeting.
- (iv) The appellant may be accompanied at the meeting by a friend or other adviser. The adviser's role is to support the appellant. They may not question witnesses, call witnesses or address the panel.
- (v) Disabled appellants may also be accompanied by a support worker where required. The appellant and the Panel Chair should inform each other of those attending the meeting at least 24 hours in advance of the meeting.
- (vi) The purpose of the meeting will be to consider the evidence available, including the appellant's concerns, and to reach an appropriate decision, action plan or other outcome according to the relevant College Policy.

- (vii) An Appeal Panel will order its proceedings at its discretion. It may call witnesses and may also institute enquiries to assist its deliberations.
- (viii) The Chair of the Appeal Panel will ensure that all parties have access to all documents. The decision the Panel arrives at shall be confirmed by the Chair of the Appeal Panel after obtaining a collective decision from members of the Panel.
- (ix) The appellant should be notified in writing of the decision, with reasons, within the time set out in the appropriate College Policy.