



## DOMESTIC ARRANGEMENTS 2024/2025

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

This document may be updated from time-to-time. The most up-to-date details can be found on the College intranet.

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

If you have any questions or complaints about general accommodation matters, these should be directed in the first instance to the Accommodation Office, which is located on the ground floor of the Bursary building – N7 in North Quad – or via email ([accommodation.office@sjc.ox.ac.uk](mailto:accommodation.office@sjc.ox.ac.uk)). If an issue cannot be resolved satisfactorily, it will be passed to the Domestic Bursar for further investigation.

All undergraduates and graduates occupying College rooms are required to sign a room licence agreement. Students living in family accommodation will be required to sign a tenancy agreement.

## COLLEGE ACCOMMODATION

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

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

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

In general, rooms will be allocated to all First Year students in a randomized way. If you wish to make a request for a specific type of room, please contact the Accommodation Office well in advance of the start of Michaelmas Term. They will do their best to allocate a suitable room, depending on availability and need.

## GRADUATE ONLY:

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

Students applying through the MCR flat ballot must expect to be within their Standard Completion period during the academic year for which they are applying for a flat. Students who are granted Leave to Supplicate part-way through the academic year in question may be required to vacate their accommodation before the end of the tenancy.

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

**Students with children/dependents:** Students who have children, or are expecting a child during the following academic year, can apply for a flat "off-ballot" before the main ballot is run during Hilary Term. They must be within their *Standard Completion period* during the academic year for which they are applying. Students who are granted leave to supplicate part way through the academic year in question may be required to vacate their accommodation.

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

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

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

**Cleaning of student rooms:** All student rooms are cleaned regularly by College cleaning staff (known as Scouts), except during the Christmas and Easter close-down periods. Students are expected to keep their rooms tidy and the floors clear of belongings to enable Scouts to carry out their daily duties effectively. Students must allow the Scout access to their room **at least twice during the working week (Monday to Friday)** for the purpose of

cleaning and maintenance of the facilities. If a student puts their “Do Not Disturb” sign on their door for 3 consecutive days, the Scout will enter the room on the third day, whether or not the sign is out. Students are asked to co-operate with their Scout to help them to maintain the cleanliness of College rooms.

If a Scout finds a student room door unlocked and the student not in the room, they will lock it for security reasons. They will also remove and dispose of any wedges or other items found holding fire or room doors open.

General waste and mixed recycling bins are provided in student rooms and food waste bins are provided in communal kitchens. All bins are emptied regularly by the Scouts.

**Other Staff entering student rooms:** In cases of emergency, or where a maintenance issue has been reported – whether by the student, the Scout or by another member of staff – staff/contractors will enter a student room **without prior arrangement** and regardless of whether or not they are in the room at the time. Staff will always knock before entering.

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

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

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

Exercise equipment (e.g. fitness bikes, rowing machines) cannot be kept, or used, in student rooms.

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

If the University Disability Advisory Service (DAS) or another Government authority is purchasing any item of furniture for you on the grounds of disability, you must inform the College Disability Coordinator and the Accommodation Office in advance so that all necessary arrangements can be made.

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

**Care of your room and its furnishings:** Faults and/or damage to furniture or the fabric of the room should be reported to the Accommodation Office as quickly as possible. For routine maintenance (e.g. replacement of light bulbs, minor repairs etc) you can email the Works team ([works@sjc.ox.ac.uk](mailto:works@sjc.ox.ac.uk)). Their office is located in North Quad to the left of the Beehive building. In an emergency or out of normal office hours (i.e. after 4.30pm on weekdays and all day at weekends and Bank Holidays and during the Christmas and Easter closedowns) please contact the Lodge ([lodge@sjc.ox.ac.uk](mailto:lodge@sjc.ox.ac.uk)) or call 01865 277300.

The repair of any damage caused by a student or their guest/s may be charged to the individual.

Most student rooms are provided with a notice board and we request that students use these for putting up their photos/posters and other personal decoration and that they do not hang/stick anything up on the walls or ceilings. Walls, ceilings, paintwork and woodwork must not be marked or damaged (*blue/white tack, sellotape, drawing pins, removable hooks etc should not be used*). Carpet tiles must not be taken up/removed and curtains must not be taken down.

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

**Bed Linen:** All bedding and bed linen is provided by College – this consists of 1 pillow and pillow case, 1 duvet and duvet cover, 1 single sheet and 1 mattress cover (and in some rooms a bedspread). Bed linen is laundered by the College every 2 weeks and the Scout will provide clean bed linen every 2 weeks. Students must strip and remake their own beds and used bed linen must be placed by your waste bin for the Scout to collect. Please note that the Scout will not leave clean bed linen unless the used linen has already been stripped and left for collection so please make sure you know the day for the changeover and have your linen ready.

**Towels:** Towels are not provided.

**Personal Laundry:** For personal laundry, “pay” washing machines and driers are available in laundry rooms in staircases N3 (North Quad), Middleton Hall, Garden Quad and Kendrew Quad. Some external houses have their own laundry machines, as do some of the self-contained family housing. The majority of machines are operated by Smart Cards (uniquely coded to each College), which are available to purchase in the North Quad laundry room and which can be topped up online in units of £5 or £10. Refunds cannot be made on cards with credit remaining at the end of term/year, nor can the cards be “sold” back to College. The laundry machines in Kendrew Quad are operated by credit/debit card. Those using College laundry facilities must provide their own laundry liquid/powder and keep it in their rooms.

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

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

**Electrical appliances:** UK voltage is 240V and plugs have 3 square pins. Students must ensure that they use appliances which operate at this voltage. Occupants must not alter or

extend any of the electrical fittings in the College. Do not connect any equipment, other than lights, to lighting circuits. Un-fused adapters and extension leads are not to be used. Personal electrical equipment brought to College and used by students is the responsibility of the individual. Students are advised to maintain their equipment in a safe condition, ensuring that correct rated fuses are used and plugs are to British Standard BS 1363. Leads and connectors are to be in good condition, not worn, perished, split, twisted or stretched. If in any doubt, speak to the Works Department, who will be able to offer advice.

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

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

**Heating:** Heating is included as part of the accommodation charges. Background heating is provided in all student rooms – in some cases these are water filled radiators and in other rooms there are night storage heaters. These should not be covered, since this can cause damage to the heater. If this should happen, the College reserves the right to charge the occupant of the room with the cost of repair. Some student rooms contain additional booster heaters. If you are in doubt about which is a booster heater, or how it operates, please speak to the Works Department for clarification. Please be aware that Kendrew rooms have a heated towel rail in the bathroom. These can be turned off so that each occupant can decide when and for how long they are used.

**Hygiene:** Students are requested to use the sanitary bins provided for the disposal of sanitary products and not put these items down the toilets. Toilet paper should be flushed down toilets and not put into rubbish bins. **Wipes of any kind, whether flushable or biodegradable, must not be flushed down any College toilets,** whether on the main site or in the external housing. Wipes do not break down and can cause blockages and extensive damage to the College's waste system.

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

**Landings/staircases:** please note, belongings must never be stored or left at any time on staircases or landings as these are fire escape routes that must be kept clear at all times. Anything left in these areas is liable to be disposed of without warning.

## **ARRIVALS AND DEPARTURES**

New Undergraduate students are expected to arrive in College on Sunday of 0<sup>th</sup> Week of Michaelmas Term for the start of their induction period. They will start to be charged for their room from that date.

All returning undergraduates are expected to be in residence by Thursday of 0<sup>th</sup> Week of every term and are expected to depart by 10am on Saturday of 8<sup>th</sup> Week of every term.

**Early Arrival:** Returning undergraduate students who need to arrive before Thursday of 0<sup>th</sup> Week should have requested Vacation Residence during the previous term. Rooms will be charged for each day at the corresponding rate for that room.

**End of Term:** Undergraduates are required to leave their rooms by **10am on Saturday of 8<sup>th</sup> Week** at the end of each term. On departure, rooms must be completely cleared of **ALL** possessions – this includes the contents of the room fridge, all cupboards/chests of drawers, under the bed, on top of the wardrobe etc. Your individual kitchen cupboard should be cleared of any perishable items and you should remove anything you have in any communal kitchen drawers. Fridges and freezers (including communal ones in kitchens) **MUST** be emptied **EVERY vacation** to allow them to be defrosted and cleaned, regardless of whether students have vacation residence and are remaining in their normal termly accommodation.

**At the end of Trinity Term**, all students should remove everything they have in kitchen cupboards, drawers, fridges/freezers. Anything left behind will be disposed of.

Nothing should ever be left in corridors or on landings or in communal areas, nor left in the room with a note asking the Scout not to dispose of it. **ANY ITEMS LEFT AFTER A STUDENT HAS DEPARTED WILL BE DISPOSED OF AFTER A 30 DAY PERIOD AND THE COST OF DISPOSAL MAY BE PASSED ON TO THE STUDENT.**

**Departure:** When you vacate your room at the end of term it's **ESSENTIAL THAT YOU RETURN YOUR ROOM KEYS/FOB** to the Lodge and ensure that you are signed out by the Porter. Failure to do so will result in a continuing charge for the room, and a potential fine for the non-return of keys/fob.

**Accommodation Charging:** Invoices (battels) will be made available to all students at the beginning of each term and should be paid within one week of their receipt, preferably by bank transfer.

Monthly rent for family housing does not appear on battels; those living in flats should make arrangements to set up a direct debit. Please speak to the Finance Office for details ([battels@sjc.ox.ac.uk](mailto:battels@sjc.ox.ac.uk)). Flat tenants are responsible for setting up and payment of their own utilities (except water) and any Council Tax payable by their partner.

**Period of occupation:** Undergraduate students are expected to occupy the rooms allocated to them as per the Licence Agreement. Should they decide not to take up residence, 4 weeks' notice must be given before the start of Michaelmas full term, otherwise the College may hold them liable for any financial loss, up to a maximum of four weeks' rent. Normally rooms may only be permanently vacated at the end of full term. The only exceptions to this are when a student has a home or medical emergency which requires them to leave their accommodation at short notice, (or where a student suspends their studies, in which case they will be expected to vacate their room immediately). Normally no rent rebate will be given for the period of term remaining and the general facilities charge will not be refunded.

## **GRADUATE ONLY:**

**Occupancy:** Graduates are expected to occupy their rooms in College for the full academic year up to the changeover date (by **10am on Monday 15 September 2025**). However, they must vacate their room before that date if they have an earlier course end date, if they suspend their studies or are given Leave to Supplicate.

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

Whatever accommodation they are in, if a student suspends their studies, or is suspended, or completes their course of study, it is expected that they will vacate their accommodation immediately and hand in their keys/fob to the Lodge.

## **GRADUATE ONLY:**

For their first year, flats will be allocated to new graduates by the Accommodation Office on a first come first served basis.

**Room Charging:** Graduates will receive a quarterly bill for their room rent. A fixed charge of £264.70 is charge termly, which equates to 3 of the 4 charging quarters.

**Graduate Absence Grant:** Graduates living in College single student room accommodation (i.e. not family housing) receive a maximum of 36 nights per year of Absence Grant that can be used at any time. Credits for grant nights will be applied to Battels retrospectively for each charging period. Application is via an on-line system accessed through the graduate section of the Intranet.

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

No reimbursement of the fixed charge will be given.

**Final Departure:** Graduates must inform the Accommodation Office by email giving at least one month's notice of their intended final departure date. This includes those on taught courses with a fixed end of course date. On departure, graduates must hand in their keys/fob at the Lodge and inform the Porter that they are permanently leaving their accommodation for the year so that they are checked out. Students will be liable for the charges for the duration of the Room Licence unless they complete their course and no longer have student status. No rebate of the termly charge will be given.

## **VACATION PERIODS**

### **GRADUATE ONLY**

**Storage:** College storage is not generally available to graduate students, although if they will be away for several months for fieldwork, they may still enquire with the Housekeeping team ([housekeeping@sjc.ox.ac.uk](mailto:housekeeping@sjc.ox.ac.uk)) to find out if any space is available. Please note that storage is generally only open at specific dates and times at the start and end of each term.

**Vacation Storage:** For undergraduates, the College maintains storage areas in the basements of TW Quad staircase 4, Garden Quad staircase 1, 30 Museum Road and Kendrew Quad B35. This is for use **only** during vacations, it is not available for use during

term and any items left in storage (including empty boxes and suitcases) and not collected by **Week 2** of full term will be disposed of.

Storage is **only** available to current members of College for their own personal possessions. It is **not** for use by friends of members. It cannot be used over the summer vacation by students who have finished (including those who are going on to a graduate course of study), or by students who have not yet arrived to take up their place at St John's. It is not available to students who are suspending their studies.

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

UK-based students should take as many of their belongings home as possible so that there is sufficient storage for non-UK students.

Student storage is **ONLY** open during the times given below. There is **NO** access to storage outside of these periods, except in exceptional circumstances and by prior arrangement with the Housekeeping staff (email [storage@sjc.ox.ac.uk](mailto:storage@sjc.ox.ac.uk)). Please note that there can be **NO ACCESS** to storage in the evenings, at weekends or Bank Holidays for any reason, as Housekeeping staff do not work at these times. Lodge staff **DO NOT** have access to College storage areas.

**Storage opening times:** Storage is **ONLY** open during these times. Students must arrive promptly, as staff are only available for a limited time in each location:

WEEKDAYS 0<sup>th</sup> and 1<sup>st</sup> Week

WEEKDAYS 8<sup>th</sup> and 9<sup>th</sup> Week

10am on Saturday of 8<sup>th</sup> Week (Kendrew only).

LOCATION	OPENING TIMES
Kendrew basement	10am and 2pm
Kendrew basement	10am on Saturday of 8 <sup>th</sup> Week only
Garden Quad 1 basement	10.30am and 2.30pm
30 Museum Road basement	11am and 3pm
TW4 basement	11.30am and 3.30pm

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

Some items are not permitted in storage (this list is not exhaustive):

**Furniture** (eg chairs/mattresses/clothes storage hangers)

**Delicate/items of high value** (eg TVs, computers, small appliances, musical instruments)

**Large items** (eg oars, mirrors, bicycles and anything which won't fit into the boxes/suitcases being stored)



**PLEASE DO NOT LEAVE IT TO THE LAST MINUTE TO TAKE YOUR THINGS TO STORAGE.** Once storage areas are full you will have to take items away with you. Please **DO NOT** leave belongings outside the storage areas when they are closed or unstaffed.

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

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

<https://www.luggagedeliverycompany.com/>

<https://www.sendmybag.com/>

## **VACATION RESIDENCE and VACATION GRANT**

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

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

- All Vacation Residence requests must be made through the 'Residence Request system' on the College Intranet.
- Requests must be made within the termly application dates. Late requests will not be considered, unless there are extenuating circumstances.
- Undergraduate Welcome Week takes place at the beginning of Michaelmas Term, requests for residence in 0<sup>th</sup> week Michaelmas will therefore only be approved in exceptional cases where there is a significant academic reason to stay. Additionally, Vacation Residence is limited in 9<sup>th</sup> week Trinity term due to the Entz ban. Requests for these weeks can only be approved by Tutors or the Senior Dean.
- Vacation residence will not be available between 10<sup>th</sup> week Michaelmas and 0<sup>th</sup> week Hilary as the College is closed.

**Vacation Residence Grant:** A set number of Grant nights are available for students to claim each year; these cannot be carried over into successive years.

Year 1: 12 nights

Year 2: 20 nights

Year 3: 36 nights

Year 4: 36 nights.

Grant nights can only be used between Sunday of 0<sup>th</sup> Week of Michaelmas and Saturday of 9<sup>th</sup> Week of Trinity Term and cannot be rolled over from year to year. Use of Vacation Grant must be requested at the same time as requesting Vacation Residence through the on-line system. Once Grant nights have been requested and approved, they cannot be returned to your allowance if you later do not take up the Vacation Residence. A Grant night is equivalent to one night's accommodation at the normal termly room rate.

## **EXTENDED LICENCE**

An 'Extended Licence' (from 0th week Michaelmas to 8th week Trinity), is available to support undergraduate students for whom the process of leaving for the shorter vacation periods at Christmas and Easter can be disproportionately difficult - and to enable them to stay in College accommodation during these periods, without the need to apply for vacation residence.

### **Who is eligible to apply for an 'Extended Licence'?**

Application for the Extended Licence is only available to:

- International students (for the purpose of this policy, 'International students' refers to students paying International fees, or where they are paying Home fees but their parent/guardian lives outside of the UK). [New undergraduates entering their first year of study and who are](#) International students should submit their requests for an Extended Licence by 4 September by completing the form here: <https://forms.office.com/e/nWuXDkPrbn>  
Please be aware that completing the form and making an application on these grounds is AUTOMATICALLY APPROVED on application and cannot be withdrawn later.
- Students with disabilities that would make it difficult for them to pack their rooms and depart for the shorter vacation periods. Students making an accommodation 'off ballot' request based on disability-related grounds should request an extended licence as part of their application. The extended licence for applications on disability-related grounds will only apply to students who have a Student Support Plan in place which recommends they remain in their College accommodation during the vacation periods. Requests for extended licenses on grounds of disability are considered by the Disability Lead and Domestic Bursar and may only be approved through this process. Students are notified of the outcome of their application by the Disability Co-ordinator.

### **What does an Extended Licence include?**

As part of the Extended Licence, all vacation nights (nights outside of official University Full Term dates) will receive a 50% discount. By accepting an Extended Licence you are agreeing to the full period of the licence (from 0th week Michaelmas to 8th week Trinity) and to be charged for all nights within the licence period regardless of whether you choose to depart College accommodation for any nights within the vacations. You cannot request to revert to a standard accommodation licence at a later date.

Additional vacation residence nights at the end of the Extended Licence (at the end of Trinity Term) should be requested via the Intranet Vacation Residence on-line booking system before the deadline for applications. The licence gives provision to remain in College accommodation - however, you may be asked to move room during the vacation periods. As the Extended Licence is discounted and includes the Christmas and Easter Vacation, those on this licence will not be eligible for Vacation Residence Grant.

## **GENERAL INFORMATION ON LIVING IN COLLEGE**

Members of the College are required to respect each other's living and working conditions. They should not interfere with the teaching, study or research of other members, nor do anything likely to cause annoyance or offence to any person in or near the College. Students should refrain from excessive noise between the hours of 11pm and 7am as a courtesy to their neighbours.

**Guest rooms:** The College provides two twin-bedded en-suite guest rooms for use by current students' visitors. Please be aware that neither room is adapted for wheelchair users and may not be suitable for visitors with mobility issues. To enquire about availability and to book, students must complete a Lodge Guest Room Booking form, which can be found on the College intranet [Useful Information for Students | SJC Intranet \(ox.ac.uk\)](#). Please use your SJC email address when completing the form.

Bookings are restricted to 2 consecutive nights only, unless the visitor is travelling directly from abroad, in which case the maximum is 5 consecutive nights. The charge for guests of current students is £24 per person per night, inclusive of breakfast and VAT. This charge will go on the student's battels and will not be refunded in the case of a no-show unless the booking has been cancelled at least 48 hours in advance of the date of the visit. Please cancel any unwanted bookings as early as possible as the rooms are in high demand.

The full name(s) of the guest(s) must be given at the time of the booking enquiry, and the guest must be known to the student making the booking. The student **MUST** be in residence at the time of the visit as they are responsible for their visitor. Please note that student visitors will not have access to any College facilities, except Hall/Kendrew Café when accompanied by the student. Information on how to connect to the College Cloud wi-fi is available in the main Lodge.

**Nobody under the age of 16 is permitted to stay in a guest room, a student room or any other College room.**

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

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

- f) Occupants are not permitted to arrange for the use of their rooms by other persons in their absence, except by prior agreement with the Accommodation Office and this will only be considered in exceptional circumstances.
- g) College does not provide extra bedding or beds for students' visitors.

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

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

- **Do not give or lend your room key or fob to anyone.**
- When leaving your room, even for a short period, even when you're staying within your own house or staircase, make sure that you *lock your door*.
- Most rooms in College are fitted with a security chain on the door – these are for your security, they should not be used to hold the door open while you are out of your room.
- Ensure that no un-authorised person is tailgating you
- If a student has any concerns about somebody following them through a gate or door and/or they do not feel confident to turn them away, please contact the Lodge immediately, either in person or by phoning 01865 277300.
- Gates and doors must NEVER be propped open
- If a Scout finds a student room door open and/or unlocked, they will lock it.
- Especially in the houses outside the College, the security of the house and the rooms is largely dependent on the conscientious behaviour and common sense of the residents.

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

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

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

An automatic charge of £50 per key set (including the fob) is made for loss of physical keys. Other charges which may be applied are:

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

All students should return their Salto fob to the Lodge at the end of every term, when they are leaving College permanently, or at the beginning of a period of suspension. On returning to College after each vacation/period of absence, you must pick up the room keys/fob from the Lodge and be signed in to College.

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

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

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

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

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

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

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

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

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

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

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

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

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

## **HEALTH, SAFETY AND FIRE**

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

**Fire Alarms:** You are expected to evacuate whenever the fire alarm sounds. Sometimes this will happen at an inconvenient time or in the middle of the night. **YOU MUST EVACUATE** - on leaving the building go to the nearest assembly point and present yourself to the fire marshal/Porter.

You should familiarize yourself with the assembly points around College. This info will be in your room, written on the Fire Notice.

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

Each room contains a notice of "Fire Instructions" which must be studied and obeyed. It should be clearly displayed at all times and not put away in a drawer.

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

### **Help prevent alarm activations**

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

## **WELFARE and WELLBEING**

Students who would like to have a conversation about any aspect of their welfare or wellbeing at Oxford are welcome to contact the Head of Student Wellbeing, Hanne Clark. You can make an appointment here in term time ([SJC Student Wellbeing](#)) or email ([hanne.clark@sjc.ox.ac.uk](mailto:hanne.clark@sjc.ox.ac.uk)) in the vacations to arrange an appointment. The College Psychologist, Dr Denise Barulis ([denise.barulis@sjc.ox.ac.uk](mailto:denise.barulis@sjc.ox.ac.uk)) is available in term time and some parts of the vacation. Both the JCR and the MCR have welfare officers, and peer supporters, whose details are listed on their websites. Students may also arrange appointments with the University Counselling Service via their website <https://www.ox.ac.uk/students/welfare/counselling?wssl=1>

The Fellow for Equality, the Fellow for Women, the Fellow for Ethnic Minorities and the Fellow for Welfare can also be consulted as appropriate.

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

Students are strongly encouraged to register with the College Medical Officers, Dr Meriel Raine and Dr Richard Curtis, who have a surgery at 19 Beaumont Street daily by appointment (01865 240501). Students who don't live in College accommodation should register their term-time address with the Academic Office.

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

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

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

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

There is also an NHS Helpline called NHS Direct, which you can call for non-emergencies and for advice about whether or not you should see a GP or call for an ambulance. The number is **111** and this is a link to a website for further information about this service. <http://www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/NHS-111.aspx>

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

## **INVOICING/BATTELS**

Invoices (known in Oxford as battels) for each term will be made available to all students at the beginning of each term/quarter, except the final battels bill for students leaving College permanently, which will be emailed in the summer. Battels should be paid within 10 working days of their receipt. The Finance Bursar is authorised to charge interest on money owed. Anyone with a battels query, or who has concerns about paying battels on time, should contact the Finance Office by emailing [battels@sjc.ox.ac.uk](mailto:battels@sjc.ox.ac.uk)

## **MEALS AND CATERING**

**Main Dining Hall (Buttery):** Daily breakfast, lunch and informal hall (dinner) are served in Hall on a cafeteria system.

Formal Hall runs on Tuesday, Thursday, Friday and Saturday in term time (weeks 1-8). This is a traditional part of College life for both Senior and Junior Members and is a served (waiter service) 3-course meal; wine and other drinks may be purchased on the night. Gowns may be worn (over appropriate smart-casual clothing). The College is keen to maintain this occasion as a pleasurable and distinctive part of living in this community.

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

**Kendrew Quad Cafe:** Daily continental breakfast, cakes, light snacks, lunch and takeaway pizzas are available from the Café along with barista coffee and a selection of soft drinks.

There are a variety of sustainable, homemade hot dishes available, with an emphasis on vegan and vegetarian cuisine.

A coffee machine is available to purchase coffee when the serving area is shut. The seating area is open from 8am-11pm, but can be shut at any time at the discretion of the Duty Porter. The Cafe may be closed, at short notice, at 3.30pm or earlier, if required for an event.

Please note that no alcohol is to be taken into this area. Students occasionally use this area for informal study, but they should NOT leave their books and possessions behind when they leave.

## **Opening Times:**

### **Dining Hall**

*Term Time (Weeks 1-8)*

<b>Breakfast</b>	Monday-Saturday	8am-9am
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<b>Brunch</b>	Sunday	10am-12pm
<b>Lunch</b>	Monday-Saturday	12pm-1.30pm
<b>Informal Hall Dinner</b>	Monday, Wednesday, Friday	5.30pm-7pm
	Tuesday, Thursday, Saturday, Sunday	5.30pm-6.30pm
<b>Formal Hall Dinner:</b>	Tuesday, Thursday, Friday, Sunday	7pm

#### *Out of Term*

<b>Breakfast</b>	Monday-Sunday	8am-9am
<b>Lunch</b>	Monday-Sunday	12pm-1.30pm
<b>Informal Hall Dinner</b>	Monday-Sunday	6pm-7pm

#### **Kendrew Café**

*Pastries and coffee from 9am*

*Hot Lunch 11.30am-1.30pm*

*Takeaway pizzas 2pm-6pm (Term time weeks 1-8 only)*

<b>Term time (weeks 1-8)</b>	Monday	9am-3pm
	Tuesday-Friday	9am-6pm
	Saturday	11am-3pm
	Sunday	Closed
<b>Out of term</b>	Monday-Friday	9am-3pm

Weekly menus and any changes to opening times are advertised on the 'Hall and Kendrew Catering' section of the College intranet- [Hall and Kendrew Catering | SJC Intranet \(ox.ac.uk\)](#)

**Booking for dinner:** This is done online, using the student meal booking system (<https://bit.ly/3zzfSPF>). Instructions will be available to all 1<sup>st</sup> Year students on arrival. Students are permitted to book guests for Formal Halls with a limit of 5 guests per student.

Booking for Formal Hall is essential for all those attending and must be done by 2pm the day before the Formal. At Formal Hall, food will be served only to those who have booked on. All other meals do not require bookings.

**Guests for meals:** You are welcome to bring guests to any meals. Again the limit for this is 5 guests per student.

You will be held responsible for your guest's behaviour. Do not book in guests without knowing their names.

**Payment for meals:** Breakfast, brunch, lunch and informal dinner are paid for in Hall by a pre-paid charge card (your University ID card, which you will receive on arrival – known as a BOD card) or debit/credit card. Credit can be added to your BOD card online using the student meal booking system. Please note that guests are required to pay a higher, non-subsidised rate +VAT on meals.

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

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

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

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

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

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

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

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

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

**REGISTRATION OF PERSONAL FURNITURE**

The College provides adequate furnishing in all of its rooms. In exceptional circumstances, these furnishings may be supplemented by students' personal furniture, **provided that there is sufficient space in the room. Any chairs, sofas etc. must have the original fire safety labels and must comply with current fire safety standards.** Permission must first be obtained from the Accommodation Office by completion of this form. This applies to both graduates and undergraduates.

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

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REGISTRATION OF PERSONAL FURNITURE

NAME (please print) .....

ROOM.....

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

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

SIGNATURE OF ACCOMMODATION OFFICER

..... Date .....