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Please contact the Academic Office if you would like a copy of this handbook in an alternative format.
PRESIDENT’S WELCOME

A warm welcome to St. John’s College. You are joining a diverse and vibrant community that is committed to education, research and scholarship, supported by a highly experienced and committed body of College staff.

We are a wonderfully open, inclusive and diverse College and, while your studies are paramount, I hope you will take advantage of the many extra-curricular activities in sport and culture that a broad collegiate University can offer. It is important to find a work/life balance that suits you and offers the freedom to explore new interests outside your comfort zone. In learning about yourself and expanding your network of friends, you will make strong relationships that will support you throughout the rest of your life.

The purpose of this Handbook is to provide some information about the College and how it works. You are entering an exciting and challenging chapter in your life and although there is no doubt that studying for a degree at Oxford is demanding, you have clearly shown the talent and desire to meet this challenge. I really hope that you both enjoy the experience and reap the rewards of your hard endeavours.

I look forward very much indeed to meeting you and getting to know you better.

Welcome to St John’s.

Professor Dame Sue Black, Baroness Black of Strome
President
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. During 0th 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 and attend a College Induction meeting. You may also wish to 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 your course has a start-date before the beginning of Michaelmas Term. Please contact the Accommodation Office to arrange this. 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 of events offered by the College during 0th week for new graduate students is made available on the College website.

You will find the University website a useful way to access University news, resources and services at Oxford. The site includes a ‘Before you Arrive’ section with information for new students before they arrive and during their first few weeks in Oxford.

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.

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, some welfare issues (although you should also have a look at the College’s separate Welfare Guide), financial information, and College and University codes of practice. In addition, the College’s regulations governing discipline are explained. Please do keep it to hand as a useful source of information and guidance on a range of matters which affect your status as a student.

The handbook should be read in conjunction with the University Student Handbook, which provides general information and guidance you may need to help you to make the most of the opportunities on offer at the University of Oxford, and the College’s Domestic Arrangements.
Detailed information about degree course requirements and examinations is provided in the University’s Examination Regulations. You should also receive a handbook or similar document from your faculty or department giving further information about your chosen course.

This College handbook is intended 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:

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 Academic Office can sign and stamp the certificate for you. Enrolment certificates may be used to open a bank account and for council tax exemption.

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 Academic Office. Broken cards are replaced free of charge; please complete the form available on the College website to request a replacement. For lost cards, there is a £15 replacement charge levied by the Card Office. The fee is paid on line via the University Store and a replacement card will be issued by the University’s Card Office after payment is received. Further information is available on the University Card Office web page.

How do I find out information about College accommodation?
Please refer to the College’s “Accommodation Arrangements” and the Residence Arrangements for Graduate Students, available on the College website.

How do I pay my bollars?
Please refer to section 7 of the Handbook.

What funding does the College have available for current students?
Please refer to section 8 of the Handbook.
How do I get permission for extra time in written university exams/use of a computer/other alternative exam arrangements?
Please contact Mrs Elaine Eastgate, the College’s Disability Coordinator, in the Academic Office for further information.

How do I find out about support mechanisms in College/around the University?
There is a separate College Welfare Guide, produced by the Fellow for Welfare, available on the College Website which contains information about the support offered to you in College and around the University, as well as offering links to other resources that students have found helpful.

Who can I talk to in College if I have a problem with my course/supervisor?
The Senior Tutor should be your first contact point for academic problems of this kind.

What is the Student website?
The Student website (https://www.ox.ac.uk/students) provides information on the University website about news, resources and services for students at Oxford.

What is Student Self Service?
Student Self Service 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.

What is GSR (Graduate Supervision Reporting)?
GSR is the University's graduate supervision reporting system. This is used by supervisors each term to review, monitor and comment on their students' academic progress and to assess skills and training needs. Students are given the opportunity to contribute by commenting on their own academic progress. Access to GSR is via Student Self Service.

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 for graduate students which you are advised to read.

The University’s “Any Questions?” provides information for current and prospective students as well as general information about the University.
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 sixty Fellows, many of whom are either Tutors who both undertake research in 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 200 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 260 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.

The day-to-day affairs of the College are administered by College Officers, some of whom are academic Fellows of the College acting in a full-time or part-time capacity, supported by professional staff.
The Senior Tutor, together with the Fellow for Graduates and College Advisors, has the task of supporting graduate students. The Senior Dean and Junior Deans are concerned with non-academic discipline. Together with the Welfare Dean and with Tutors, they also oversee 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**

*The Senior Tutor, Dr Matthew Nicholls,* is responsible for the oversight of all general academic provision, maintenance of standards, and academic policy development.

*The Fellow for Graduates, Professor Luca di Mare,* is responsible for organizing events that are held for members of both the Senior Common Room (SCR) and the Middle Common Room (MCR).

*The Fellow for Welfare, Rev’d Dr Elizabeth Macfarlane,* is responsible for welfare provision and supports the whole community of St John’s, students and staff alike, as part of the welfare team.

*The Senior Dean, Professor Theresa Burt de Perera* responsible for discipline, and for the College Hardship Fund.

**College Staff**

*The Academic Administrator, Eileen Marston,* is responsible for the management of the *Academic Office* and the day-to-day academic administration of the College. The Academic Office is located on the first floor of the Bursary, North Quad, Staircase 7.

*The Graduate Officer, Caroline Lordan,* is a member of the Academic 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 Disability Co-ordinator, Elaine Eastgate,* can advise on support available for students with disabilities, including how to make an application for alternative exam arrangements.

*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. (battels@sjc.ox.ac.uk)

_The Domestic Bursar and Accommodation Office staff_ are responsible for the administration of accommodation provided for graduate students, and ancillary services, including furnishings, equipment and cleaning. Their offices, together with that of the Accommodation Manager, are on the ground floor of the Bursary, North Quad, Staircase 7.

_The Master of Works and Works Department staff_ are responsible for repairs and maintenance of property and buildings. The Works Department is in North Quad.

_The 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.

_The IT Officers_ are responsible for administration of the College data network and computer rooms. The IT Office is located in the Rural Economy Building.

**2. GENERAL INFORMATION**

**New student registration**

All new students must register with the University. The first part of this process can be done from 1st September; see [https://www.ox.ac.uk/students/registration](https://www.ox.ac.uk/students/registration). You will receive a timetable of events for the College’s Welcome Week (0th week) which will include information about how to complete the registration process so that we can formally enrol you on course.

For EU/Swiss students who do not have pre-settled or settled status, you will have been given an electronic visa from the Home Office. In order for us to retain a record of this, we need you to visit this webpage [https://www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status) and enter your personal details and send us the share code by email to academic.office@sjc.ox.ac.uk.

For international students, we will be handing out your BRP card along with your University ID card and other information for new students when you register during our Welcome Week. You will be required to send us a clear image (jpeg or PDF) of your passport ID page(s) and BOTH the front and back sides of your BRP card to us using the College’s secure on-line form at: [https://www.sjc.ox.ac.uk/passport-visa](https://www.sjc.ox.ac.uk/passport-visa). Your passport ID page(s) must include your photo and your signature.
Please do this as soon as possible, and no later than Monday of 1st Week (10th October), so that we can notify the University that we have seen your documents and securely store a copy in case the UK Home Office requests a verification of your arrival and attendance here.

If you have any questions or problems uploading your documents to us, please contact us at academic.office@sjc.ox.ac.uk.

**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, unless you are entitled to incorporate (see below).

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

**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 Academic 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 2022-23 academic year are as follows:

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<th>Term</th>
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<tr>
<td>Michaelmas Term 2022</td>
<td>9th October – 3rd December</td>
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<tr>
<td>Hilary Term 2023</td>
<td>15th January – 11th March</td>
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<tr>
<td>Trinity Term 2023</td>
<td>23rd April – 17th June 2023</td>
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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 Academic 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 this [University guide](#) for the steps you should take.

**Council Tax**

Council tax is a local tax for local services based on the estimated valued 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 those who are not students also share the premises. An enrolment certificate which exempts students from Council tax can be printed out from your Student Self Service page. You will need to bring your certificate in to the Academic 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 or with their College Advisor.

The College needs to maintain an up-to-date record of students’ contact details, including mobile phone numbers. We therefore ask you to make sure that your personal details, including your current home address and mobile number, are kept up to date via the
University’s Student Self Service. You are also asked to use this service to provide the name and contact details (if not your home details) of a next of kin or other person who may be contacted in an emergency. 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, if you have any allergies or medical conditions, please ensure that this information is recorded in the College Lodge. Again, this information is treated as confidential.

Receiving emails

Since communications from academic and administrative staff are usually sent to students by email, College Regulations require you to check your email 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 Academic Office is open all year (except Christmas) for enquiries in person, by email or telephone from, Monday-Friday 9.00 am -5.00 pm Monday-Friday (closed 1.00 -2.00 pm). You may also contact the office via the Academic 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 Website for addresses).

Social Invitations
From time to time you will receive invitations to College 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 and hood. The hood is worn during the graduate ceremony only.
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.

**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 to 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 for more information.

Graduation ceremonies are an occasion 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 to book a degree ceremony via an email from the University’s Degree Conferrals Office. Postgraduate research students are invited via email to book a degree ceremony when they have been granted leave to supplicate.

**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.

**Graduate Lecture Suppers**

The College aims to hold two Lecture Suppers each term, where graduate students, SCR members or external speakers are invited to speak about their work.

**THE COLLEGE LIBRARY AND STUDY CENTRE**
The College Library aims to provide an 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 collections provide support for most undergraduate studies and some postgraduate studies, whilst its rich historic collections draw researchers from around the world.

Full details of Library services, together with further information on the library’s history and collections, may be found on the College intranet or by contacting library@sjc.ox.ac.uk

**IT at St John’s College**

IT within St John’s and Oxford University can be confusing at times as some systems are handled directly by the College whilst others are managed centrally by the University. You may also need to access systems run separately by your department.

**Single Sign On (SSO) account**

All new students are automatically registered for an Oxford University ‘single sign on’ user account (often known as an SSO) when they start in Oxford. Undergraduates are sent the activation code over the summer before their arrival and postgraduates receive their SSO when they complete their University contracts.

Once you have the activation code you can use this to register online to set up your SSO and set a password and secondary security method. This SSO password will also enable access to your Oxford ‘Nexus 365’ email account.

Your SSO is also required to set up a ‘remote access’ password to allow you to connect to the eduroam WiFi which is used throughout College and the University, and to sign in to the College Intranet and a number of other Oxford systems.

The SSO user name will typically look like ‘sjoh’ followed by four numbers (e.g. sjoh9999). If you are a postgraduate and have already studied in Oxford you will keep your existing SSO username. It will just be reactivated by IT Services and you will be allocated an @sjc.ox.ac.uk email address which delivers to it.

**Oxford Email**

Email in Oxford is handled centrally by the University and uses the Microsoft Office 365 system. The Oxford email system is generally known as Nexus or Nexus 365. Oxford email addresses are typically in the form of firstname.lastname@unit.ox.ac.uk where unit is the name of the college or department. For example a St John’s email address would look like john.smith@sjc.ox.ac.uk

The College will use your Oxford @sjc.ox.ac.uk email address for academic purposes and official
correspondence. Therefore, you must check it regularly (or set up an automatic forward to another email address you already use). Apart from illness or other unavoidable cause, no excuse is accepted for failure to respond promptly to emails from College Officers and College Staff.

You can check your email via a web browser. You can also configure your own phone, computer and/or tablet to access the Oxford email system.

For more details on Oxford Nexus 365 email, and how to receive it, please see the University’s ‘Getting onto email’ advice.

You may also get a departmental email address. Usually this will also deliver to the same ‘mailbox’ as your college account. (There are a few departments which also run their own independent email systems and their IT staff will give you information when you start your course on how to access them.)

**Connecting to the Internet: WiFi**

St John’s uses the eduroam system for wireless networking. This is available across almost all of St John’s College and most of the college’s outside houses and annexes. The eduroam system is used by almost all the departments and colleges within Oxford and once set up you will be able to use eduroam WiFi not only around St John’s but also at many other Oxford locations including the libraries, departments and other University buildings. As a multinational standard Oxford users can also use eduroam at other participating organizations around the world to connect automatically.

To [connect to eduroam WiFi](#) you must first register for an Oxford Remote Access account.

Please note for security and operational reasons personal routers including wireless routers are [not allowed](#) on the College and University networks.

Although it is possible to connect devices like most tablets and smart phones to the Oxford wireless system most domestic home wireless printers and wireless speakers (as well as similar devices intended for home use) will not work on the University’s eduroam wireless systems.

**Wired connections**

As well as being able to connect wirelessly you can also connect from your College room or the St John’s library using a wired Ethernet connection. This is typically a higher speed and more reliable connection than using wireless.

To use the wired connection you must first go through the online registration system: When you first connect to the Internet with the wired connection and open up a web browser you will automatically be redirected to our ‘Network Access Control’ web registration system. To register you must have set up your SSO account (see above).
The registration system takes your details and then checks your computer meets the University requirements. Your computer must have a supported version of Windows or MacOS with all the latest security updates installed. It must also have antivirus software installed. The College allows computers installed with Windows 10, Mac OS 10.14 or a current version of Linux to connect.

A number of Apple Macs fail to get through registration as they have no antivirus installed. If your computer fails the checks you will be given the opportunity to install updates online and try the test again. Once your computer has passed through registration you will be on the Internet.

Please note that the Oxford network is a frequent target for 'hacking' attempts and, while the majority of computers are secure, a small number are compromised each year (often because they have not got up to date Windows updates or Mac updates installed). In order to minimize risks to all College users, the College has implemented network access rules which have to be agreed to by anyone wanting to connect a computer to the College network from their room. These are primarily University rules but with a few College additions; most importantly an agreement to let College have control of your computer if it is part of a major breach of network security or rules. Full details of the network access rules are provided by the registration system before a computer is connected to the wired network.

**IT in the College Libraries**

Database terminals are located in the Library Study centre. Law students also have access to terminals in the Law Library. From these terminals a variety of online journals and many databases are available.

**Printing**

*Student printing* is available in college at 3 locations (4 for law students). You can print to A4 single or double sided. Mono/grayscale printing is currently free. Colour printing is charged at 10p per side and is billed via your termly Battels statement. Students can submit print jobs to the printers remotely via the web and then go to the printers to collect them when convenient (using your University card at the printer to login and release the saved print job). There is a printer in the basement of the Library Study Centre, one for undergraduate use in the JCR Lounge, and one for graduate students in the MCR building. Law students have access to one in the St John’s Law Library.

**IT Support**

Students needing help or support regarding computing issues can contact the College IT Officers or the help desk service at IT Services.

St John’s has two full-time IT Officers, Neil McIntosh and Ashby Hope. They manage the day-to-day running of all aspects of IT within St John’s. They offer (office hours) appointment based IT
help and can be contacted by telephone 01865 277365 or email to request an appointment, or to arrange a remote IT support session. St John’s IT is managed by Matt Jennings. If you have departmental software and systems problems then the IT Officer(s) at your department or faculty will be able to provide assistance.

University IT Services

The University’s IT Services department runs a number of the University’s computing facilities. They provide a Help Desk service, including a level of 24 hour support by their telephone line.

Learning programme

IT Services offers via the “IT Learning Programme (ITLP)” over 200 different IT courses that can help you with your studies, research and future careers. They include courses on using computer and the major applications (such as training courses in Word, Excel etc.). They also run courses on the programming languages.

Antivirus

IT Services also provide free Sophos antivirus software to those that need it. It is a University requirement that all computers connected to the network run current

Microsoft Office and other software

Microsoft Office 365 ‘online’ is available free of charge to Oxford students and copies of the Microsoft Office desktop applications (such as Word, Excel and PowerPoint) can also be downloaded for free. Some other academic software is also available, sometimes for free or sometimes at a discounted price.

Additional Information

If you want to publish your own website you can do so on the central managed web server.

IT Services offers (via a third party, Equinox) a very economically priced breakdown service for PC and Apple Mac personal computers, as well as their peripherals.

Further IT information aimed at freshers in Oxford, including how to have your computer connected to the network and how Oxford University email works

The College website has helpful information on a number of topics including IT and the various systems used in College and the University.

Once you have your SSO there is also the St John’s Intranet (to access the Intranet you need to be either on the Oxford network or connected via the Oxford VPN system).

JCR & MCR websites
The JCR and MCR also have their own websites with useful information for undergraduates and postgraduates respectively.

University Language Centre
The College will reimburse the fee for students taking courses organized by the University Language Centre, subject to the following requirements:

- The College will cover the cost of more than one course per year, subject to the approval of the Senior Tutor. However, only one Fast track course per year may be taken.
- The College will cover the cost of other suitable language courses offered by the University. Please check with the Academic Office in advance of booking a course to seek the Senior Tutor’s approval.
- The College will expect to be reimbursed the cost of a course if attendance is poor and there are no mitigating circumstances.

To obtain reimbursement please forward electronic receipts to the Academic Office.

If you would like to attend a course at the Language Centre but are not in a position to meet the cost up front please seek advice from the Academic Office as it may be possible to provide funding to students in advance if they would otherwise be unable to meet the cost of a course. Students may apply for a Special Grant to take language courses in other institutions.

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.

3. ACADEMIC SUPPORT

University of Oxford Student website and Student Self Service
The University’s Student website 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 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 via Student Self Service. You will need your Single Sign On details (e.g. sjoh1234 and password) to log in. The Academic Office can sign and stamp the certificate for you.

The Academic Office can also produce other letters on College letter headed paper for you, for example if you need a letter confirming your fees and enrolment period for an external funding body. 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](#) from the University for a small charge. 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 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.
Lost, damaged or stolen University Card
University Cards (Bod Cards) are issued by the University Card Office via the Academic Office.

Broken cards are replaced free of charge; please complete the form available on the College website to request a replacement. For lost cards, there is a £15 replacement charge levied by the Card Office. The fee is paid online via the University Store and a replacement card will be issued by the University’s Card Office after payment is received. Further information is available on the University Card Office web page.

University Examination Regulations
The University Examination Regulations govern all graduate courses. It is your responsibility to be aware of the regulations governing your course. Most Departments and Faculties will produce a course handbook covering each graduate course but the Examination Regulations remain the authoritative version and take precedence over regulations published elsewhere.

Examination Entry for those taking written papers as part of a taught graduate course
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. The Academic Office does not hold records of candidates’ numbers; if you mislay your number you will be able to find it via Student Self Service.

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

Alternative Examination arrangements
If you would like to apply for alternative arrangements to be put in place for your examinations because you have a Specific Learning Difficulty (SpLD), disability or chronic medical condition
please contact the College’s Disability Co-ordinator, Mrs Elaine Eastgate, straight away (Academic Office, Room 23). If you have a medical condition which means it would be difficult for you to sit exams in the Examination Schools you may be granted permission by the University to take examinations in College. In all cases, suitable supporting documentation is required. This may be provided by the University’s Disability Advisory Service or it may be a medical certificate from the College Doctor. If you are unsure whether you may be eligible to apply for alternative arrangements or if you have any other queries, please contact Mrs Eastgate.

If your examination timetable includes clashes with religious observances you wish to uphold the College can apply to the University for an adjustment to your timetable. Please speak to the Mrs Eastgate as soon as possible in the Michaelmas Term prior to your examinations to explore what adjustments might be possible and to arrange for the College to make an application on your behalf.

**Consideration of mitigating circumstances by examiners**

If you are on a taught course and have a problem before or during your exams or in relation to your submitted work that you think has seriously affected your performance, you can submit a ‘mitigating circumstances notice’ or MCE so that the examiners are made aware of the situation.

You should only submit a notice when you have suffered a serious problem – either medical or personal. Examiners are limited in the way they can take such circumstances into account, as ultimately they have to assess your performance on the work that has been produced.

If your examination preparation, rather than the examinations themselves, was affected, it is only likely to be appropriate to submit a notice if the impact on you was very severe.

Independent evidence, such as a medical certificate or supporting letter from your college or department (for non-medical circumstances), should always be submitted along with your notice. Examples of the kind of problem that might prompt you to submit a notice where there has been a significant impact on your performance are:

- acute illness
- bereavement
- other significant adverse personal circumstances (e.g. the impact of crime).

If you have a disability or long-term health condition, you should ensure that you apply for alternative examination arrangements if appropriate. If you think that your performance has
still been affected by your disability or condition, despite the alternative arrangements and other support in place, or you suffer another serious problem such as an acute illness just before or during the exams, you can also submit a mitigating circumstances notice.

Academic appeals
A student can raise an academic appeal with the Proctors within 20 working days of the date of the decision they are challenging under the University Academic Appeals Procedure An academic appeal is an appeal against the decision of an academic body (e.g. boards of examiners, transfer and confirmation decisions etc.) in terms of whether the procedures were followed properly, errors were made or the process was biased in some way. There is no right of appeal over matters of academic judgement – i.e. decisions that can only be made by applying an academic expert opinion. Therefore a student cannot appeal because they disagree with the examiners’ assessment of how well they met the assessment criteria. The student-facing site provides further information available for students who wish to make an academic appeal.

Factual information which may be shared following the raising of an academic appeal includes:

- Confirming that all marks/results were taken into consideration
- How the course conventions were applied when considering the student's results
- How their MCE was considered by the Board of Examiners
- Explanation as to what is a borderline candidate and whether they met the criteria
- Explanation as to why the student did not meet the criteria to be awarded a higher classification

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 College’s 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.

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 twelve 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 Senior Tutor and College Advisors
The Senior Tutor 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 Senior Tutor 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 Senior Tutor, the Academic Administrator and the Graduate Officer. 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 Senior Tutor and their College Advisor during Hilary Term of each year 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 Supervision Reporting System (GSR). 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 Progressions (GSO) forms
DPhil students in particular will become well acquainted with the graduate progression forms which need to be completed for each course milestone. A number of these previously paper-based forms have now been replaced by on-line applications available via Student Self Service under the My Student Record Tab. It is your responsibility to submit applications in good time. If you are unclear on the submission/approval process for a particular GSO form or if you have questions about the sharing of your personal data, please contact your Graduate Studies Assistant or departmental graduate administrator.

If you find yourself in exceptional circumstances and require appropriate adjustments to your study timescales and arrangements, following discussions with your supervisor and College Advisor, and with the Senior Tutor if necessary, you will need to complete a form on the Graduate forms for exceptional circumstances webpage.

The Graduate Officer in the Academic Office will be able to arrange for those forms which remain paper based 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 Academic Office or leaving it in the Academic 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.

If things are not going so well, what can you do?
It is to be expected that some students will experience 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, your College Advisor, or the Senior Tutor.

For more detailed information about welfare provision in College please refer to the College’s Welfare Guide, which draws together information on welfare matters, that is wellbeing and health, within St John’s for undergraduate and graduate students with the aim of being as comprehensive as possible, enabling everyone to find authoritative information quickly.

Changes to student status
Changes in student status may include suspension, withdrawal, change of programme, lapsing and reinstatement, and early course completion.

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, they may apply to change their mode of study from full-time to part-time (and vice versa) once during their studies, except where the special regulations for the course prohibit any change. Applications must be made to your department/faculty and will require the support of your supervisor or course director and of the 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. Student are also encouraged to draw upon the relevant sources of advice and support available in College, by requesting an informal discussion of options with the Senior Tutor or their College Adviser. 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 Senior Tutor) via the Academic Office. Applications will be considered on a case by case basis. A meeting will usually be arranged with the Senior Tutor giving the opportunity for the student to discuss their particular situation. The Senior Tutor may request additional evidence or opinion to be supplied in support of the application.

The College’s support will be given where the Senior Tutor 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 Senior Tutor (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. More information is available in the University's Examination Regulations.
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 should be able to advise you.

Access to facilities and services

University facilities
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 Academic 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.

**College facilities**

It is important to recognise that the College is a place of academic study and cannot play a significant role in the provision of welfare or other support whilst your status is suspended.

The College’s policy with regard to those students who have suspended their studies is that they are not expected to be studying and therefore are not entitled to access the College’s academic facilities other than email or online resources. Access to the College for other purposes will be agreed between the student, the Senior Tutor and the Welfare Dean prior to their suspension of studies.

**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 dependents you have in the UK and their permission to work here.

**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 Senior Tutor.

**Withdrawing from your course**

If you are considering withdrawal from your course, please speak to the Senior Tutor 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 what the College may be able to do 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.

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, these are 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

If you are an overseas student in the UK for more than 6 months you will be required to pay the Immigration Health Surcharge (HIS) for yourself and any dependents as part of your student visa application. Payment of this surcharge grants you access to free health services in the UK. The IHS must be paid even if you have your own private medical insurance and do not intend to use the NHS.

MEDICAL CARE

All students and their dependents who are studying in the UK for six months 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 before you arrive in Oxford or as soon as possible afterward. Please do not leave registering until you need to see a doctor.

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

The College Doctors: Dr Meriel Raine, Dr Richard Silvester and their colleagues in the 19 Beaumont Street practice are the doctors used by most St John's students. Appointments should be made by telephone directly to the surgery (01865 240501). 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.
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: Kinneret Milgrom is available from 0th to 9th week of each term from 8.30 - 10.30 am each weekday morning in the College Dispensary to treat minor ailments and offer advice on any medical problems. Staircase 5, North Quad.

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

**EMERGENCY MEDICAL CARE**
If you are in College, please do not call 999 yourself but let the Lodge know about any emergency situation by calling 77300 from an internal phone or +44 (0)1865 277300.

In an emergency situation outside the College, 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.

**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. or you may choose to have a look at the College’s Welfare Guide
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.

**Who’s who in St John’s Senior Welfare team?**
**Dr Elizabeth Macfarlane, Fellow for Welfare and Chaplain**

Elizabeth has twenty years’ experience of welfare work, first as a parish priest, and from 2011 as Chaplain of St John’s. Since 2016, she has been the college’s student welfare lead, working with the team members and co-ordinating the links with the University services. She is not a counsellor, or a medic, but she can help you find the help you need. She is a person with a religious identity which underpins her commitment to care and enable others, and does not limit her ability to work with all students, irrespective of their religious views.

Elizabeth often offers meetings which take in a walk, and a cup of coffee (or hot chocolate), and so, because she’s sometimes out of her office, the best way to contact her is by email: welfare.fellow@sjc.ox.ac.uk

**Disabilities officer: Mrs Elaine Eastgate**

Elaine is St John’s Disability Coordinator, and she works closely with the University’s Disability Advisory Service. If you have a specific learning difficulty, or a physical or mental health issue which might affect you during your time at St John’s, please contact Elaine in confidence to talk about how to register with the DAS. You can do this at any point, but starting the conversation early is advised.

Elaine works regular office hours and the best way to contact her is via email: elaine.eastgate@sjc.ox.ac.uk

**College psychologist: Dr Denise Barulis**

Dr Denise Barulis is an experienced psychotherapist who works in both the National Health Service (NHS) and private practice. She has been part of the St John’s welfare team for more than a decade, working with generations of students, and she is in college on Thursdays from weeks 0-9.

The best way to contact Denise is by email, and please be aware that she may take a few days to respond: denise.barulis@sjc.ox.ac.uk
College nurse: Ms Kinneret Milgrom

Arrangements to be confirmed: please watch this space for an update on the appointment of a new college nurse.

Students with disabilities
Responsibility for meeting the needs of disabled students is shared across the Collegiate University. The Common Framework for supporting disabled students sets out the principles that underpin the procedures for supporting disabled students.

The College is committed to making reasonable adjustments in order to put in place recommended support for students with disabilities. Please contact Mrs Elaine Eastgate, the College’s Disability Contact, in the first instance. The College 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 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 contact the DAS 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
- 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.

The Disability Advisor Service are planning to offer a hybrid in person/online consultation service during Michaelmas Term 2022.

**Accommodation for graduate students with disabilities, temporary illnesses or injuries.**
The College is committed to providing reasonable adjustments where and when possible in the provision of accommodation for students with a disability/disabilities in order to ensure that they are not at a disadvantage compared to students without a disability/disabilities. It will also endeavour to assist students who have specific accommodation needs as a result of temporary illnesses/injuries/conditions which fall outside the Equality Act definition of a disability. However, with a limited number of rooms available in College for graduate students, demand for accommodation may surpass availability. As such, students with a disability or medical condition cannot be guaranteed a room and so each request for accommodation will be assessed and considered by the College in order to ascertain that accommodation is allocated in an appropriate and fair manner.

New students who declare a disability on their application form for graduate study will be contacted by the College prior to their arrival in order to discuss their accommodation and other domestic needs. All on-course graduate students will be contacted by email during Michaelmas Term each year to remind them about how to make an application for a room “off-ballot” for the following academic year.

**Support for students with partners and/or caring responsibilities**
St John’s College is committed to being an inclusive and diverse community and to ensuring the full participation of all its members, including parents and carers. Hence, wherever possible, arrangements will be made to support members with caring responsibilities to participate fully in the academic and social community of St John’s. The parental leave framework can be found under the College Policies section of the College website.

The College has a limited amount of accommodation suitable for students who will be in Oxford with their partner and/or children. The Accommodation Office can provide details on request. The [University of Oxford Newcomers' Club](https://www.ox.ac.uk) 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.
The College has a purpose-built college nursery which provides places for babies and young children of College and University staff and students. Located beside the College Sports Ground off Bainton Road in north Oxford, the nursery incorporates a range of state-of-the-art facilities while being homely, warm and welcoming for babies and young children up to the age of five. Students wishing to apply for a place should contact the Nursery Manager at the Bainton Road Nursery.

More information about support for student parents in Oxford.

7. FINANCIAL MATTERS
The Finance Office
The Finance Office is available to all students for assistance with financial matters. and can be contacted by email in the first instance (battels@sjc.ox.ac.uk)

Your battels account
Your battels account refers to your account with the College where we keep a record of the bills that the College will issue to you and the payments that you make to the College.

You will be sent statements four times a year at the start of each term showing the charges you need to pay. The statements will be emailed to your St John’s mailbox.

All fees and charges on your battels statement should be paid by the deadline shown. This is normally ten days after the statement date. Where a battels balances remain unpaid, College facilities may be withdrawn.

If full payment is not received, interest may be charged on the outstanding balance.

Any queries concerning your battels statements, please contact Michelle Murray.

Payment method
This is shown below and also at the bottom of your battels statement along with the College’s bank details.

- Bank transfer from a UK or international bank account. When making a bank transfer please quote your member number shown on the top left of the statement and your family name as a reference. If your bank is not UK based, it may charge you an administrative fee to make an international transfer. Please ensure that the sum received by the College is the full amount due.
Bank Name: Royal Bank of Scotland
Bank Address: Child & Co branch, 1 Fleet Street, London
Sort Code: 15 – 80 – 00
Account Number: 65961167
Account Name: St John’s College General
IBAN Code: GB06RBOS15800065961167
Swift Code: RBOSGB2L

Course fees
All students are liable to pay course fees for the duration of their standard period of fee liability. Course fees will be billed on your first battels statement and must be paid in full by the date shown.

US Federal Loan Funding
If you are a student funded by US federal loans, you will receive a statement showing the fees and charges due but you do not need to make a payment unless your loan is insufficient to cover the full amount of your fees as they will automatically be deducted from your loan instalments in equal parts through the year.
If your loan is intended to fund all or part of your living costs in addition to fees and charges shown on your battels, you will need to open a UK bank account and pass the account details to a member of the accounts team so that any balance due to you can be paid over.

University and College continuation charges
Graduate students who have reached the end of their standard period of fee liability may be required to pay a termly University and/or college continuation charge. Both charges are payable up to and including the term in which you submit

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. The University website has information about the payment of fees, including FAQs on payments and refunds, and what happens if you don’t pay your fees.

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 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 bursaries, or any appropriate combination of these.

The University may award Hardship Grants for students who experience financial hardship as a result of unforeseen circumstances.

**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. These 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

Please be aware that in what follows, the majority of scholarships are available only at the point of application, with the exception of the North Senior & Beeston Scholarships, which are available to on-course students.

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 (“UKRI 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.

Students applying to the University who apply for a UKRI graduate award may also be considered for a St. John’s/UKRI partnership award. A person considering applying for a UKRI 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 £1,000 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 are available from the Graduate Officer in the Academic Office.

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 available to graduate students of St. John’s for special academic purposes, for example to cover travel or accommodation outside Oxford. The purpose need not be directly related to your course - for instance, you might apply to visit sites or museums, to attend a course of study or a conference, or to undertake research outside Oxford. Students are expected to discuss their plans with their supervisor who is then asked to confirm they have agreed to support the application. Notes of guidance and links to online application forms an online application form, are available on the College website. Applications should be made by 12 noon on Thursday of Week 4 in Michaelmas Term and Thursdays of Weeks -1 and 4 in Hilary and Trinity Terms. 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 [https://www.ox.ac.uk/students/fees-funding/otherfunding](https://www.ox.ac.uk/students/fees-funding/otherfunding).

**Academic Grants**
Graduate students (visiting students are not eligible) of the College are entitled to apply for help towards the purchase of approved books and materials of an academic nature. The grant may be used to pay for: the purchase of portable or hand-held computing devices, monitors, desktop computers, computer software or peripherals; the cost of memory/hard-disk up-grades or computer repairs; personal printers and USB ethernet adapters for better connectivity in student rooms; tickets for performances or exhibitions directly related to a student's course of study.

The College will not reimburse the costs of travel, phone or data services, printer ink or paper, maintenance or insurance contracts for items purchased. Other items will be considered on a case-by-case basis.

You are strongly advised to seek advice from the Academic Office before purchasing any items not included in the list above in order to check whether the cost of your prospective purchase may be claimed from the Academic Grant. Further information, including how to apply, is available on the [College website](http://www.ox.ac.uk).

**Blues Squad Grants**
The College offers grants to cover the costs incurred by students through membership of university representative team squads. Claims are made on a Blues Grant application form which after completion should be accompanied by receipts, countersigned by an official of the relevant university sports club, and submitted to the Sports Officer.

**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 £80 maximum per copy may be claimed back from the College (£160 in total).

The Thesis Binding application form must be submitted, together with receipts, to the College's Finance 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 PA 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 PA 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 Academic 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 £500, 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 Academic 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 the following 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.

- Academic and non-academic staff welfare and pastoral support policy
- Accessibility statement
- Booking contract for conference and external events procedure
- Booking of conference and external events
- Bribery and fraud policy
- College regulations relating to the use of Information Technology facilities
- Conflict of Interest policy
- Data sharing policy
- Equality policy
- Equality, Diversity and inclusion statement
- Ethical Investments
- Fire safety policy
- Freedom of speech policy
- Gender Pay Report
- General Data Protection Regulation (GDPR) framework
- Harassment policy
- 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
▪ Inspire Digital privacy policy
▪ IT policy
▪ Management of faith facilities policy
▪ Nursing mothers breastfeeding policy
▪ Parental leave framework
▪ Physical security policy
▪ Prevent duty policy
▪ Prevent duty training procedure
▪ Prevent team reporting procedure
▪ Public sector equality duty policy
▪ Public Sector Equality Duty Report 2019-20
▪ Research ethics for College only staff policy
▪ Room booking by academic and non-academic staff policy
▪ Room booking by academic and non-academic staff procedure
▪ Room booking by students policy
▪ Room booking by students procedure
▪ Room booking for students guide
▪ Safeguarding policy
▪ Smoking policy
▪ Social media guidelines
▪ Social media policy
▪ Statement of purpose
▪ St John’s College Staff Pension Fund Statement of Investment Principles
▪ Strategic Plan 2019-22
▪ TAP (The Access Platform) privacy statement
▪ Terms and conditions for conference and external events
▪ Training document on the Prevent duty

UNIVERSITY POLICIES AND GUIDANCE
An A-Z of University policies and guidance is also available.

10. ST JOHN’S 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 Senior Dean is empowered at their discretion to impose a range of penalties on any junior member who commits a breach of the regulations. Where appropriate, the JCR and MCR Presidents will be consulted before serious disciplinary measures are taken. The College will also seek 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 Senior Dean 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 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) Improvised displays (e.g. flags) are not permitted to be hung outside College windows for safety reasons as well as issues relating to heritage and aesthetics including the risk of damaging the building fabric.

vi) 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.

vii) Cooking equipment may not be kept or used in rooms.

viii) 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.

**Trashing**

24. Many of those who go to meet their friends as they leave their University examinations participate in ‘Trashing’, creating additional risks, disturbance, mess, expense, and reputational damage to the University. Trashing is offensive and distressing to many students and to members of the public and impacts disproportionately on those colleges close to where trashing occurs. St John’s supports the University’s ‘What a Waste’ campaign, discouraging students from meeting their friends at the examination schools with trashing materials. Trashing cannot be condoned under any circumstances, but it is especially egregious when it occurs on a public thoroughfare, and the collegiate University has a collective responsibility to ameliorate this. Each year the University expends in excess of £25,000 on managing post-examination student behaviour, money that would be much better spent elsewhere. College congratulates our students on the end of their exams, but we trust that we can count on you not to add to this anti-social problem; offenders may be subject to disciplinary procedures including a fine.

11. **ST JOHN’S COLLEGE DISCIPLINARY CODE**

1. **Introduction**
   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.

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.

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.

No student shall intentionally or recklessly engage in any act, omission, or course of conduct which is contrary to government, Public Health England or local public health rules, any instructions issued by public health officials, or any rules which College has issued based on official health guidelines

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.

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.

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.

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.

Very serious offences that may involve criminal proceedings will be reported to the police.

12. 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.

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.