



# **WORCESTER COLLEGE STUDENT HANDBOOK**

**2023-2024**

*Version 0.2 (UPDATED 03/11/23)*

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## 1. INTRODUCTION

Welcome to Worcester!

This Handbook contains important information about studying at Worcester and the College community. It can be accessed at any time on the College website ([www.worc.ox.ac.uk](http://www.worc.ox.ac.uk)). You can find the answer to most questions somewhere in the Handbook (as well as an invaluable glossary of Oxford terms at the back) – and if you can't find what you're looking for, the **Who's Who** section will point you to someone who can help.

*Important note:* This Handbook is issued subject to certain conditions (see final page).

## 2. A BRIEF HISTORY OF THE COLLEGE

Worcester College is one of the 39 constituent Colleges of the University of Oxford and is home to a vibrant academic community of around 75 Fellows, a lively and varied student body of around 450 undergraduates and 200 graduates, and a dedicated expert team of more than 200 professional staff, all representing a wide range of backgrounds and experiences. A College is a community – academic and social – and it is also a physical space, providing spaces for students to eat and socialise as well as to live and study. Colleges are constantly changing, responding to the needs of an ever-changing student body. A short history of the College is set out below, and we look forward to finding out how you will shape that history during your time at Worcester.

Worcester College occupies the site of Gloucester College, founded in 1283 by the Benedictine Abbey of St Peter at Gloucester. At its height, as many as 15 abbeys sent monks to live and study here. The dissolution of the monasteries ended the existence of Gloucester College in about 1539, and in 1560 the buildings were purchased by Sir Thomas White, the founder of St John's College, and they became Gloucester Hall.

For the next 150 years the Hall had a chequered history, not least because its status as Hall rather than College made it a home for scholars with Catholic sympathies, who did not want to take the oaths of supremacy and allegiance to the Church of England demanded of College Fellows. In 1714 the Hall was re-founded as Worcester College, after a long battle to claim the benefaction of Sir Thomas Cookes, a Worcestershire baronet, whose will had provided for the foundation of a new College in Oxford (and the building of an 'Ornamentall pyle' to house its Fellows and scholars), without specifying who the beneficiaries should be (Gloucester Hall eventually succeeded against the rival claims of Balliol and Magdalen).

Building began in 1720, but, because of a lack of funds, proceeded in fits and starts. Designed by Nicholas Hawksmoor and others, the Hall, Chapel, Library, and Terrace were to have been balanced by further classical ranges, and the medieval cottages survived because the money ran out. The original Benedictine site was large, and eighteenth and nineteenth-century additions to it have resulted in the College's occupying some 26 acres, including a lake and sports fields. More recent additions include student accommodation buildings, an auditorium and drama studio, gym, multifaith prayer room, and music facilities.

Although Worcester is close to the centre of Oxford today, it was at the edge of the city in the eighteenth century. In the long run this was an asset, since it has allowed the College to have its sports fields within the grounds and to retain very extensive gardens, which are part of what make Worcester such a lovely place to call home.



# WORCESTER COLLEGE

## UNIVERSITY OF OXFORD

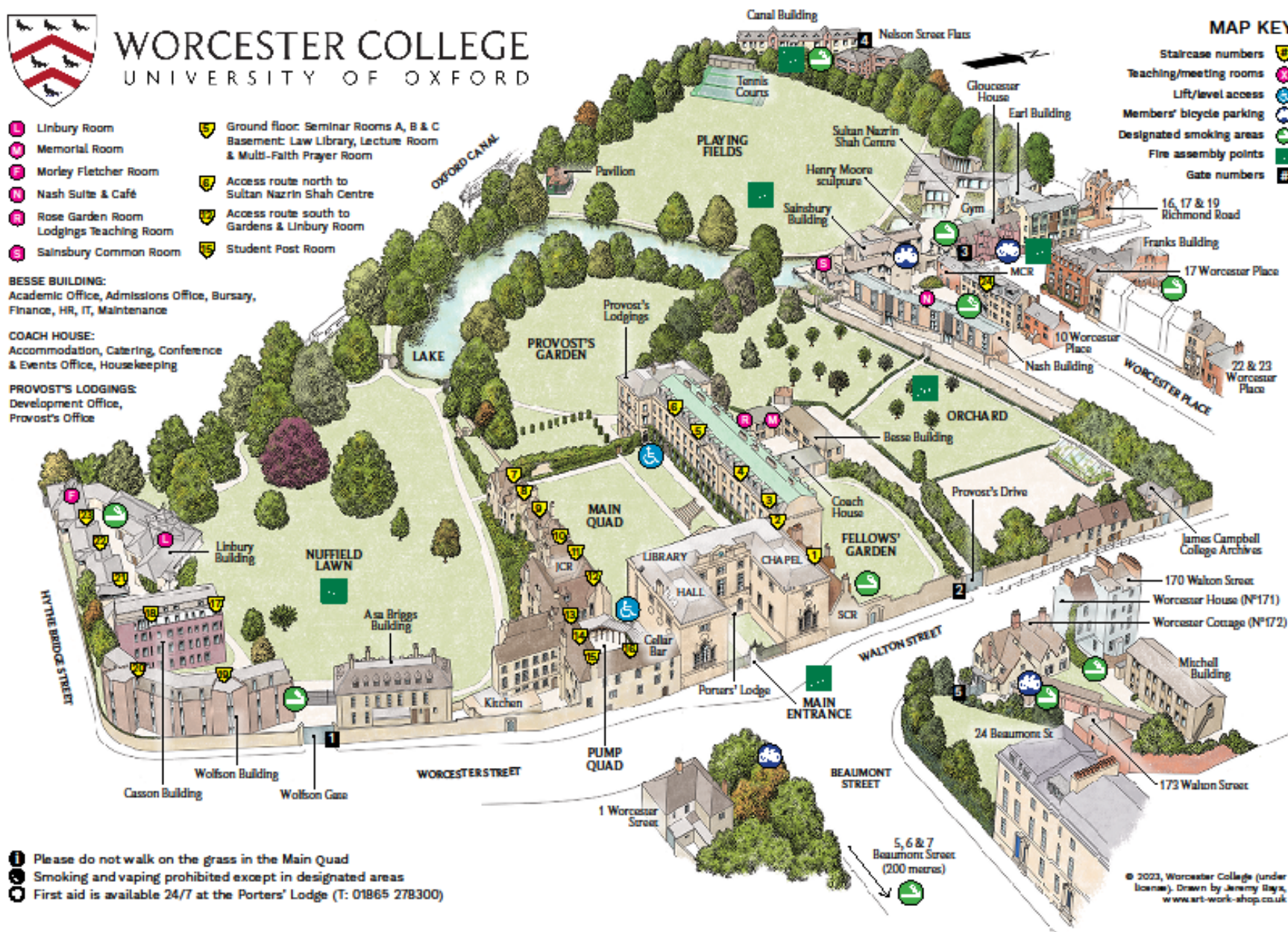
- Linbury Room
- Memorial Room
- Morley Fletcher Room
- Nash Suite & Café
- Rose Garden Room
- Lodgings Teaching Room
- Sainsbury Common Room

- Ground floor: Seminar Rooms A, B & C  
Basement: Law Library, Lecture Room & Multi-Faith Prayer Room
- Access route north to Sultan Nazrin Shah Centre
- Access route south to Gardens & Linbury Room
- Student Post Room

**BESSE BUILDING:**  
Academic Office, Admissions Office, Bursary, Finance, HR, IT, Maintenance

**COACH HOUSE:**  
Accommodation, Catering, Conference & Events Office, Housekeeping

**PROVOST'S LODGINGS:**  
Development Office, Provost's Office



### MAP KEY

- Staircase numbers
- Teaching/meeting rooms
- Lift/level access
- Members' bicycle parking
- Designated smoking areas
- Fire assembly points
- Gate numbers

- 1 Please do not walk on the grass in the Main Quad
- 2 Smoking and vaping prohibited except in designated areas
- 3 First aid is available 24/7 at the Porters' Lodge (T: 01865 278300)

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### 3. WHO'S WHO

#### **1. MEMBERSHIP OF THE COLLEGE**

All undergraduate and graduate students are Members of the College, as are the Provost and Fellows. Every member of College is also a member of a Common Room: the Junior Common Room (JCR) for undergraduates; the Middle Common Room (MCR) for graduates; and the Senior Common Room for the Provost and Fellows (along with Lecturers, who are tutors but not Fellows). The term 'Common Room' refers both to the groups of people and to actual rooms in College. Each Common Room – Senior, Middle and Junior – has its own social space. The Provost and Fellows make up the Governing Body which is responsible for running the College, although for practical reasons Governing Body delegates certain powers and responsibilities to a number of committees and College Officers.

#### **2. COMMON ROOM AND REPRESENTATION**

The MCR and JCR elect officers to serve as their representatives on College committees, including on the Governing Body. It is via these elected officers – and in particular the Presidents – that students make their voices heard within the College, and take part in important decisions that concern how the College is run. Outside the College the JCR and MCR are affiliated with the Oxford University Student Union (Oxford SU). Graduate students are automatically members of both the MCR and JCR.

#### **3. KEY PEOPLE AND DEPARTMENTS**

The **Provost** (Mr David Isaac CBE) is the head of the College, and chairs the Governing Body.

The **Vice-Provost** (Dr Richard Earl) chairs many of the key Committees to which Governing Body delegates powers and responsibilities, and deputises for the Provost in his absence.

The **Senior Tutor** (Dr Helen Parish) has overall responsibility for academic matters within the College; she is supported by the **Academic Administrator** (Phillipa Tarver) and the team in the Academic Office. They also have overall responsibility for the undergraduate admissions process, and are supported by the **Admissions and Outreach Team** in that activity. The **Tutor for Graduates** (Dr Natalia Waights Hickman) oversees the academic progress and general welfare of all graduate students within the College, supported by the **Graduate Officer** (Sophie Clayton) and the **Academic Administrator**. The **Learning Development Officer** (Rea Duxbury) works with the Senior Tutor to provide a programme of study skills sessions for undergraduate students across degree disciplines in groups or one-to-one. She also runs a series of inclusive teaching workshops for tutors and administers the Equal Access to Learning Fund.

The **Dean** (Dr Paul Azzopardi) has overall responsibility for the welfare of students, and also deals with any issues relating to behaviour when those issues are non-academic. The Dean is supported by the **Dean Team**, the **Head of Student Welfare** (Georgina Heywood), and the **College Nurse** (Joanna Bowd), who supports students with any medical needs. For more information, see Section 5: Welfare.

The **Finance and Estates Bursar** (Mr Mike Huggins) has overall responsibility for the financial and operational administration of College. Their team includes the **College Accountant** (Leigh MacNeill) and the **Finance Team**; the **IT Manager** (Hamayun Minhas) and **IT Team**; the **Head of Gardens and Grounds** (Simon Bagnall) and the **Gardens and Grounds Team**; and the **Head of Works** (Jayne Stoddart), the **Head of Security and Fire** (David Roche), and the **Maintenance Team**. They also work closely with the **Home Bursar**.

The **Home Bursar** (Harmohinder Bahl) has responsibility for all of the domestic aspects of the College, such as accommodation and services like meals. The College also often rents its spaces to conferences during the vacation periods, and the Home Bursar has overall responsibility for this conference business. They work

closely with the **Head of Conference and Events** (Amanda Coombs), and the Conference Team, **Accommodation Manager** (Caroline Long), the **Head Porter** (Craig Townsend) and the team of **Porters** in the Lodge, the **Catering Manager** (Sarah Wozencroft), the **Head Chef** (Arnie Wallbridge) along with the **Hospitality** and **Kitchen** teams, the **Housekeeping Manager** (Susana Rodrigues), and the **Housekeeping Team**.

There are a number of different members of staff who have a responsibility for equality and diversity within the College. The **Equalities Officer** (Dr Leila Ullrich) promotes equality and equity of all kinds in all of the College's activities, and is responsible for representing equality issues at the Governing Body. The **Disability Coordinator** (Georgina Heywood, Head of Student Welfare) liaises with the University-wide Disability Advisory Service to make sure that disabled students are well supported in the College. The **Tinsley Access and Outreach Officer** (Zoe Campbell) oversees the College's access and outreach activities. The **Learning Development Officer** (Rea Duxbury) also plays an important role in helping to ensure that students have equal access to the materials they need for their studies, via the Equal Access to Learning Fund. The first point of contact for applications for other kinds of financial support is the **Chair of the Financial Aid Committee** and **Financial Aid Officer** (Dr Conrad Leyser).

The **Chaplain** (the Revd Marcus Green) is available to all members of College for conversation, guidance, or just a listening ear. He leads the Chapel community in its regular worship, which is likewise open to everyone regardless of their religious affiliation or experience. As Chaplain, he also supports other faith-based activities in College including use of the Multi-Faith Prayer Room and the Woodroffe Society discussion group.

The **College Librarian** and Keeper of the Archives (Mark Bainbridge) is responsible for the Library and is the College's Data Protection Officer.

The **Director of the Visiting Student Programme** (Dr Michael Mayo) has overall responsibility for Visiting Students on the Junior Year Abroad Programme.

The **Dean of Degrees** (Dr Scott Scullion) represents the College at formal university ceremonies, like matriculation and degree ceremonies. One of the **Deputy Deans of Degrees** (Dr Conrad Leyser or Dr Matthew Cheung Salisbury) does so in his absence.

The **Senior Treasurer of Amalgamated Clubs** (Prof Bob Harris) oversees the finance and general administration of all sports, societies and clubs within the College.

The **Garden Master** (Dr Nir Vulkan) oversees the College grounds on behalf of the Governing Body. He must be consulted for any event involving the gardens such as the Buskins (Worcester Drama Society) staging an outdoor play.

#### 4. USEFUL CONTACTS

If you have concerns of any kind, we encourage you to reach out and seek advice as soon as possible. Your Course Advisor and any of your subject tutors will be happy to talk to you about any academic concern you might have, and the College's Learning Development Officer (Rea Duxbury) can also provide help with academic matters. If you need welfare support you should contact the Head of Welfare (Georgina Heywood), who will also be able to direct you to the many other sources of advice and support in the college and university. There is further information on welfare support in the section on 'Welfare' below. Please do not hesitate to seek support or ask for help if you need it.



The Lodge is staffed 24/7, and the porters can help with most incidents in College; they are also first-aid trained. You can contact the Lodge either in person, on 01865 278300, or, for non-urgent matters, on [lodge@worc.ox.ac.uk](mailto:lodge@worc.ox.ac.uk). The Porters can answer most queries about College and are delighted to help. Craig Townsend is the Head Porter. For maintenance, accommodation, housekeeping, IT or non-urgent fire and safety issues, submit a ticket to the relevant online helpdesk at <https://support.worc.ox.ac.uk/en>. In the event of an emergency, you should call emergency services in the usual way (999) and inform the Lodge as soon as you are able to do so.

For welfare issues, contact the Head of Student Welfare (Georgina Heywood, [welfare@worc.ox.ac.uk](mailto:welfare@worc.ox.ac.uk)). The Dean Team can also be contacted by email ([deanteam@worc.ox.ac.uk](mailto:deanteam@worc.ox.ac.uk)).

For support with academic matters, contact the Academic Administrator (Ms Phillipa Tarver, [academic.administrator@worc.ox.ac.uk](mailto:academic.administrator@worc.ox.ac.uk) and 01865 278342) or the Learning Development Officer (Rea Duxbury, [rea.duxbury@worc.ox.ac.uk](mailto:rea.duxbury@worc.ox.ac.uk)).

For permission to hold events in College, contact the Assistant Dean (Dr Neva Kandzija, [assistant.dean@worc.ox.ac.uk](mailto:assistant.dean@worc.ox.ac.uk) and 01865 278397).

If you have an issue or complaint about a member of staff, please contact the head of the relevant department, the Finance and Estates Bursar, the Home Bursar, or the Dean. Further details can be found in the Complaints procedure below.

The College is a place of work as well as a place where people study and live. Everyone in College, including College staff, is entitled to be treated with dignity, respect, and consideration.

**The Academic and Finance Offices are located in the Besse Building. The offices are usually open Monday to Friday, 10.00 am – 12.00 noon and 2.30pm – 4.30pm, but please check in advance as opening times may vary.**

## 5. JCR AND MCR COMMITTEES

<b>JCR Officers</b>	<b>MCR Officers</b>
President: Abigail Edu	President: Rebecca Garnett
Vice-President & Treasurer: Luke Lifton	VP Treasurer: Alexis Monks
Secretary: Marged Williams	VP Community: Joel Pollatschek
Gender Equalities Rep: Yi Xuan	VP Equality and Diversity: Delei Zhou
JCR BAME Rep: Ruby Duncan	Social Secretaries: Matthaëus Ragg, Shannon McKeown, Katie Challoner
International Rep: Yuan-Yuan Foo	Women's Officer: Iulia Bragin
Welfare Rep: Ashna Chaturvedi	LGBTQ+ Officer: Berkleë Baum, Harry O'Connor
Welfare Rep: Lars Rohle	Disabilities Officer: Helen Underwood
LGBTQ+ Rep: Appointment pending	Secretary: Kate Jardine
Suspended Students Rep: Niall Clarke	Female Welfare Rep: Lucy Ramsdale
Disability Rep: Jack Shears	Arts Officer: Reuben Mico
JCR Faith Rep: Chiara Stark	Environment Rep: Antoni Mikocki
Entz Rep: Jack Crowther	Education Officer: Appointment pending
Ticketing Rep: Emily Harris	Charities Officer: Alice Baker
Charities Rep: Reyati Loro	Bar Manager: Jordan Imahori
Access and Admissions Rep: Lilly Hong	BAME Officer: Jigyasa Anand
Sports Rep: Vishil Devshi	
Arts Rep: Jacob Byfield	
Class Act Rep: Isra Khan	
Computing Rep: Milly Robertson	
JCR Environment and Ethics Rep: Hannah Glendell	
Housing Rep: Jack Chambers	
Food and Bar Rep: Lewis Callister	
Editor of Woosta Source: Eleanor Robson	
Academic Affairs and Careers Rep: Simon Major	
Student Union Rep: Appointment pending	

Note: JCR and MCR Officers will vary from year to year; some of the College Officers, College Committee members and staff may vary too. Current lists are on the College website.

## 4. ACADEMIC MATTERS

Time spent in Oxford as a student is governed by the terms and conditions of the Oxford University and Worcester College student contracts. Term times in Oxford are busy, and it is very easy to fill up your diary quite quickly with all of the different activities and events that are on offer. You will need to develop ways to balance your academic work with all of the other activities that you want to take part in (the Learning Development Officer provides workshops to help with this). You will need to prioritise your academic work above your other activities during term time.

### **1. THE ACADEMIC YEAR**

There are three terms in the academic year, with Full Term (during which time most of the undergraduate teaching is scheduled) lasting for eight weeks. The weeks are referred to by number so that the first week of term is 'week 1' (or 'first week'), the second 'week 2' (or 'second week') etc. The autumn term is known as **Michaelmas**, the second term as **Hilary** and the summer term as **Trinity**.

**Undergraduates** arrive in 0<sup>th</sup> week ('noughth week'), i.e. the week before Full Term starts. The College's academic sessions begin each term on the Thursday before the start of the University Full Term (which begins the following Sunday) and end on the Saturday of the eighth week of each University Full Term. Special arrangements apply for first year students, who are invited to take part in events before the start of their first term known as 'Freshers Week'.

**Graduates** are resident for most of the calendar year and sometimes meet their supervisors outside term, but most lectures and classes take place during the three 8-week terms.

The dates for the academic year 2023-2024 are:

**Michaelmas Term**      Thursday 5 October to Saturday 2 December 2023

**Hilary Term**              Thursday 11 January to Saturday 9 March 2024

**Trinity Term**             Thursday 18 April to Saturday 15 June 2024

The dates for the following academic years are:

**2024-25**                      Michaelmas Term: Thursday 10 October to Saturday 7 December 2024  
                                        Hilary Term: Thursday 16 January to Saturday 15 March 2025  
                                        Trinity Term: Thursday 24 April to Saturday 21 June 2025

**2025-26**                      Michaelmas Term: Thursday 9 October to Saturday 6 December 2025  
                                        Hilary Term: Thursday 15 January to Saturday 14 March 2026  
                                        Trinity Term: Thursday 23 April to Saturday 20 June 2026

*Please note that course dates in some subjects may differ in some years and that some University examinations may be timetabled to take place outside the standard term dates.*

## 2. ANNUAL REGISTRATION

All students must register with the University at the beginning of each academic year. We encourage you to complete this process as early as possible (particularly in your first year) as registering late can lead to delays in your access to important university services.

Registration is required for students to:

- Attend the course (programme of study)
- Use their University email account
- Obtain their University Card and keep the University Card valid
- Be eligible to take University examinations and gain access to their results
- Print a certificate of enrolment
- Release their student loan from the UK Student Loans Company or their sponsor/awarding body (where appropriate)
- Ensure that they are exempt from paying Council tax.

Students can register online by accessing the University's Student Self Service site at [www.ox.ac.uk/students](http://www.ox.ac.uk/students). First years will be sent their username and activation code by email once they have returned their signed University Card Form, and are advised to complete the on-line registration process before arrival in Oxford. Those students who are unable to complete the on-line registration process before coming to Oxford must do so by **Friday 13 October 2023** at the latest. If you require any assistance with this registration process, please contact: [academic.administrator@worc.ox.ac.uk](mailto:academic.administrator@worc.ox.ac.uk).

Once you have received your University Card, you will find that it is used to access a number of different University services. Please note that the University will charge a fee to replace a lost University Card, and that this must normally be paid online before a replacement is issued. If a card has been stolen it will be replaced without charge providing that a crime number can be produced. Please contact the Academic Office to arrange for the replacement. Please be advised that misuse of your University Card, such as allowing another student to use it for access to libraries, premises or other facilities, is a serious offence and will be reported to the appropriate disciplinary authorities.

## 3. UNDERGRADUATE RESIDENCE IN OXFORD – NECESSARY REQUIREMENTS

- (i) In order to qualify for a degree it is a University requirement that Junior Members spend a minimum of 42 nights per term in Oxford (within 6 miles of Carfax for undergraduates).** Carfax is the crossroads at the intersection of High Street, St Aldate's and Cornmarket.
- (ii) The College requires all Junior Members to be in residence by 2.00 p.m. on the Thursday of 0th week (for first years this is brought forward to the Tuesday of 0th week of their first term) and to remain in residence until the end of Full Term (Saturday of week 8). Permission to arrive later or to leave earlier must be sought from the Senior Tutor through subject tutors.** Students returning to Oxford earlier than Sunday of 0<sup>th</sup> week at the start of any term will be charged a nightly rate for that accommodation.

### **(iii) Absence from College**

The system on which Oxford is organised assumes that undergraduates will be present throughout the eight weeks of term and the two or three days before the beginning of Full Term. Undergraduates are not encouraged to leave Oxford during term, though College recognises that it may sometimes be necessary for them to spend one or more nights away. Please inform the Academic Office and a tutor in your subject, and hand your keys in to the Lodge if you are away.

#### **(iv) Jury Service**

Undergraduates who are called for Jury Service in Oxford or in their home town during term time should ask for it to be moved to a more convenient time. They should inform the Assistant Academic Administrator (Emma Standhaft), who will write a letter on their behalf.

#### **4. GRADUATE RESIDENCE IN OXFORD - NECESSARY REQUIREMENTS**

- (i) Postgraduate students are normally required to live within 25 miles of Carfax. Details of the residence requirements are outlined in the University Student Handbook available at <https://www.ox.ac.uk/students/academic/student-handbook>. Permission from the University for exemption from this limit can be requested by the College, and further details can be provided by the Graduate Officer (Sophie Clayton) on request. Part-time students are exempt from the residence requirements.
- (ii) The College does not encourage graduate students to go away from Oxford during term. It is, however, recognised that in exceptional circumstances it may be necessary for them to spend one or more nights away from Oxford. Please inform the Academic Office and your graduate advisor, and hand your keys in to the Lodge if you are away.

#### **(iii) Jury Service**

Graduates who are called for Jury Service in Oxford or in their home town during term time should ask for it to be moved to a more convenient time. They should inform the Graduate Officer, who will write a letter on their behalf.

#### **5. FEES, CHARGES AND ADMINISTRATION**

- (i) Undergraduates are defined as members of the University who are working in Oxford for their first degree, BA, or BFA, MBiochem, MBiol, MChem, MCompSci, MEng, MEarthSci, MMath, MMathCompSci, MMathPhil, MPhys or MPhysPhil. Graduates are similarly defined as those members of the University who are working for some other degree, for a diploma, or for some other qualification.
- (ii) Undergraduates from the UK studying for their first undergraduate degree who do not provide a Financial Notification document confirming that the cost of their fees will be met by a loan from one of the UK student finance agencies, will be held responsible for paying tuition fees.

#### **6. ACADEMIC DRESS**

Normally for University examinations and official ceremonies, (such as 'matriculation', which formally admits students to the University), students are required to wear their preferred 'subfusc' from the following list with their academic gown and mortar board/soft cap:

- One of
  - (i) Dark suit with dark socks, or
  - (ii) Dark skirt with black tights, or
  - (iii) Dark trousers with dark socks
- Dark coat if required
- Black shoes
- Plain white collared shirt or blouse
- White bow tie, black bow tie, black full-length tie, or black ribbon
- Undergraduates need a 'commoner's gown' which is also to be worn on a small number of other occasions, including Formal Hall and for Provost's Collections (see below).
- Undergraduate students who have been made Scholars and Exhibitioners, including Organ, Choral and Instrumental Scholars/Exhibitioners, should wear a scholar's gown.

- Graduates of other universities reading for higher degrees, diplomas, and the PGCE should wear either the Graduate Student's gown or the academic dress of their former university. Graduates of other universities reading for a BA must wear a commoner's gown. Graduates of other universities reading for other certificates should wear either a commoner's gown or the academic dress of their former university.
- Visiting Students should wear a commoner's gown, but not full subfusc.

*Academic dress, including the gown, tie and mortar board/cap, can be bought from specialist retailers like Ede and Ravenscroft [www.edeandravenscroft.co.uk](http://www.edeandravenscroft.co.uk); Shepherd & Woodward [www.shepherdandwoodward.co.uk](http://www.shepherdandwoodward.co.uk); The Varsity Shop (Castell's) [www.varsityshop.co.uk](http://www.varsityshop.co.uk); or Walters [www.walters-oxford.co.uk](http://www.walters-oxford.co.uk); other suppliers also meet the academic dress standards. They can also often be bought second-hand much more cheaply, and there are events held for this purpose by the Oxford Students' Union (2 Worcester Street, OX1 2BX).*

*Social events at Oxford are of all different kinds, from very relaxed and informal to events that have dress codes (including black or white tie) - it is entirely up to you whether you choose to attend these events. Academic dress is not required for non-academic events, though more formal social events may stipulate a dress code.*

## **7. UNDERGRADUATES – ACADEMIC LIFE**

Undergraduates are normally required to be matriculated members of the University of Oxford, and to be reading for a University degree or diploma.

### **(i) Courses and Examinations**

Courses and examinations are described in detail in the *Examination Regulations*. The current version is available on the web at <https://examregs.admin.ox.ac.uk/>.

Candidates for an undergraduate degree must pass two 'public' examinations, the first being the Preliminary Examination or Moderations, and the second the Final Examination of the Honour School ('Finals'), which is classified into first, second (divided into two) and third class, independently of performance in the First Public Examination. For some courses, in particular those accredited at Masters level, the Final Examination often consists of two or more parts, taken in the second or third term of the second, third and fourth years. A number of students also have 'public' examinations at the end of their second year. All students are asked to read the relevant sections of the *Examination Regulations* and the *University Student Handbook* (<https://www.ox.ac.uk/students/academic/student-handbook>) concerning examinations. They should note in particular the need to report to the Senior Tutor or Academic Administrator, as soon as possible, any circumstances which may affect, or may have affected, their performance in examinations. The College can then notify the University Proctors, asking for relevant information to be relayed to the examiners.

If you require accommodation adjustments or alternative arrangements for your examinations because of a disability or medical condition, you will need to request these by the Friday of the fourth week in the term before you do your exams. We encourage you to get in touch with the Head of Student Welfare about this in advance of your examinations, so that she can support you in this process. Further information about exam arrangements is available on the University's website at <https://www.ox.ac.uk/students/academic/exams/arrangements>. As stated in that information, in accordance with the university policy, it will not be reasonably possible to fulfil any exam adjustment request submitted within the 5 working days prior to your exams starting for all exams taking place during that period. This includes adjustments to mode of completion and for late diagnosis of conditions, such as an SpLD.



## **(ii) Academic work**

Undergraduate teaching is carried out in tutorials (which may be held singly, in pairs, or in small groups), combined with lectures and classes organised by the University. The College will nominate a subject tutor (called the student's 'Course Advisor') to take overall responsibility for each individual's academic progress. You are welcome to get in touch with your Course Advisor at any time if you have a question about your course.

Students are expected to do their best in their academic studies, to attend all academic appointments, and to produce written work in accordance with the deadlines they are set by their tutors. Attendance at tutorials, classes and collections is compulsory. If they are unable to attend a tutorial or other academic appointment, undergraduates should make every effort to notify the tutor concerned as soon as possible. Continued membership of the College is conditional on students fulfilling their academic obligations. Students are also expected to attend all lectures and classes recommended by their tutors or for which they have enrolled. Students who are unsure at any point what their academic obligations are should discuss this with a tutor in their subject.

The Learning Development Officer (Rea Duxbury) provides academic support to undergraduate students across all degree disciplines. Students can participate in group sessions each term, with topics ranging from time management, essay-writing technique and making the most out of tutorials, to research methods and revision techniques. Students can also contact the Learning Development Officer directly at [rea.duxbury@worc.ox.ac.uk](mailto:rea.duxbury@worc.ox.ac.uk) to arrange one to one meetings and further learning support.

## **(iii) Monitoring**

Weekly tutorials provide tutors with the opportunity to give ongoing feedback to students, and students also sit termly examinations in College known as '0<sup>th</sup> week collections', which may be set on the Thursday, Friday, or Saturday of 0<sup>th</sup> Week (though not in an undergraduate's first term). Tutors will inform their students if they are required to sit collections. Confirmation of the time and place should also be communicated directly to students by their tutors. These examinations are normally set on the previous term's work or may cover specified vacation work. They are not formal University examinations, and provide valuable examination practice that is an important opportunity for students to get a sense of their own progress. As with all University examinations, students must display their University Card on their desk during in-person collections. When providing feedback about collection performance, tutors should explain how papers have been marked (i.e., according to the standard at Finals or according to the standard expected of students at that stage of their study). If in any doubt, undergraduates should seek clarification from the relevant member of academic staff. Good performance and evidence of excellent progress may be rewarded with prizes – and inadequate performance, failure to attend or poor conduct during a collection will be taken seriously. Any undergraduate who is uncertain about the subject or subjects of their collections should consult their tutors before leaving for the vacation. The College is aware that students may have other calls on their time and responsibilities during the vacation periods, but students should expect to spend some of their time revising and preparing academic work.

In Michaelmas and Hilary term 'Provost's Collections' are held at which graduates receive reports on their term's academic progress in the presence of the Provost and Tutor for Graduates. Meetings with the Provost and Senior Tutor will also be held for second year undergraduates in late Michaelmas Term. Undergraduates meet termly with their subject tutor/s to discuss the reports on their tutorial work. Undergraduates can also meet with the Provost in 'Provost's Meetings', which are between the student and the Provost and are led by the student. Students are encouraged to sign up for a meeting, but there is no obligation to do so.

The Senior Tutor convenes the Education Committee and Tutors' Group, which discuss issues that affect students and their academic work. The committees normally meet each term on the Wednesdays of 1<sup>st</sup> and 5<sup>th</sup> weeks (and of 7<sup>th</sup> week, if required), and in turn reports to the next Governing Body meeting.

Student assessment of their tutorials and other aspects of College teaching is carried out through a feedback questionnaire which students are encouraged to complete termly online.

#### **(iv) Problems affecting academic work**

In the event of a problem affecting academic work, students should seek support at the earliest opportunity. Students can seek advice on academic matters from their tutors or course advisors, and can also get help and support from the Welfare Team. Reasonable adjustments can be made by tutors, and the Head of Student Welfare can advise you on this. Where necessary, it is possible for a student to change their tutor or their tutorial partner following discussion with the Welfare Team and (where necessary) the Senior Tutor. If a student has a concern about a tutor or about the support that they have been provided they should discuss the matter with the Senior Tutor.

#### **Wellbeing and Study**

The welfare and wellbeing of students is very important to Worcester College. A range of welfare support services is available to students, both within the College and the University, and students can seek medical support via the College Nurse. If a student considers that it may be necessary to interrupt their studies for a period for health reasons, they should discuss the matter initially with the Head of Student Welfare or Academic Administrator. If the College has concerns about a student's fitness to study, the Fitness to Study Policy is used: [https://www.worc.ox.ac.uk/sites/default/files/fitness\\_to\\_study\\_policy\\_2021-22.pdf](https://www.worc.ox.ac.uk/sites/default/files/fitness_to_study_policy_2021-22.pdf).

#### **(v) Vacation Work**

The College recognises that students have many demands on their time during the vacation periods, with many students taking on paid work and/or having additional caring responsibilities when they are not resident in Oxford. Your tutors may also ask you to do some vacation work – consolidation, additional reading or preparation – during the vacation periods. Students who are concerned about how to manage these different demands on their time should consult their tutors, who will be able to advise on how to prioritise the different academic tasks set.

#### **(vi) Maintenance of Academic Standards**

##### **(a) Unsatisfactory Work and Penal Collections**

The Senior Tutor monitors the academic progress of undergraduates and will receive reports of any unsatisfactory work: such reports may result in action being taken, including referral to the Tutors' Committee. The College's policy on sanctions for unsatisfactory work is guided by the principles of fairness and consistency, and each case is considered according to its individual circumstances. If a student is in breach of academic obligations, the breach will be identified and, if appropriate, a warning given of the consequences of repetition, either informally or formally. Formal sanctions are rarely necessary, but can include, for example, the requirement to make up any backlogs of work by specific dates, or restrictions on non-academic activities. Penal collections may be set, with specified minimum marks to be achieved, and the most serious sanctions include temporary exclusion from academic study and College membership for a defined period (known as 'rustication'), or expulsion from the academic course and College membership (sometimes known as 'sending down').

Penal collections are timed and invigilated examinations set by the College. No student will (save exceptionally) face penal collections on academic grounds, and hence possible exclusion from study

for a defined period or expulsion, without being informed in writing by the Senior Tutor that unless the student meets certain conditions (to be determined by the Senior Tutor in consultation with the student's tutors) they will face penal collections. If the student fails to meet those conditions, the Senior Tutor will then write to the student confirming that they will be required to take penal collections and informing them not less than 8 weeks in advance of (i) the papers in which they are to be examined, (ii) the required pass mark(s), (iii) the consequences of failure to attain such mark(s). No student will be excluded from study for a defined period or expelled for failure to attain the required pass marks in penal collections unless the collections have been wholly marked externally (that is not by tutors who are members of the College)

The process of academic discipline may therefore involve the following sequence of stages:

- Informal resolution, if necessary including a preliminary interview with the Senior Tutor.
- A first formal warning, requiring that the student pass one or more Special Collections or meet other specified conditions.
- If any Special Collection is not passed or other specified conditions are not met, a second formal warning will be issued, requiring that the student pass one or more Penal Collections or meet further specified conditions; such requirements will be moderated by Tutors' Committee or Governing Body. The student may appeal such requirements using the College's appeals procedure.
- If the minimum mark set for any Penal Collection is not achieved, the student will be excluded from study for a defined period or expelled. The student will be informed by the Senior Tutor that exclusion from study or expulsion is to be imposed. The student may appeal such a decision using the College's appeals procedure as detailed below in section 11.19.

The tutor of any student whose work is unsatisfactory and/or the Senior Tutor will at all times seek to make as clear as possible the nature of the student's unsatisfactory performance, any requirements the student must satisfy, and the consequence of failure to satisfy such requirements. If a student, on receipt of any letter relating to his or her academic performance, is in any doubt about its meaning, he or she is advised to seek immediate clarification from the author of the letter, or from the Senior Tutor.

### **(b) Exceptional work**

Outstanding academic achievement and exceptional work will in certain circumstances be recognised by the award of a College Scholarship or Exhibition. These awards can be made at any time by the Governing Body, but the majority of awards are made at the beginning of the second year and are renewed annually if the student's work remains of high standard. The current value of these awards is £200 p.a. for a Scholarship and £120 p.a. for an Exhibition. Scholarships and Exhibitions are credited to battels in instalments. Scholars and Exhibitioners are both entitled to wear Scholars' gowns.

College Prizes are awarded to Junior Members who achieve Firsts or Distinctions in Public Examinations. Prizes are also awarded for performance in Collections (College examinations) and for academic progress. The present value of the prizes is:

(i)	First in Final Honour School (for students who have not been scholars or exhibitioners) or BCL	£120
(ii)	Distinction in the oral examination in FHS Modern Languages and its joint schools	£30
(iii)	First in Honour Moderations (all subjects)	£70
(iv)	Distinction in a First Public Examination (including 1 <sup>st</sup> BM, both parts) and Supplementary Subjects	£60

(v)	Henriques Prize (for the best performance in the Final Honour Schools of Jurisprudence, Lit. Hum., Modern History or PPE)	£250
(vi)	Worcester College Society Prizes (for the best performance in Schools in an Arts subject not eligible for the Henriques Prize; for the best performance in Schools in Science)	£250
(vii)	Collection prizes; Progress prizes; prizes for outstanding practical work; prizes for outstanding academic excellence	£25

### **(vii) Feedback**

An invitation is circulated at the end of every term to complete an undergraduate Tutorial Feedback Form. Completing a form is optional, but your feedback is important to us and helps us to improve tutorial arrangements. Students are asked to complete a separate survey in Trinity Term each year to provide feedback that will enable us to maintain and improve tutorial arrangements. The responses remain anonymous when they are passed to the Senior Tutor for review.

## **8. GRADUATES – ACADEMIC LIFE**

Academic life at Oxford is extremely varied. The diversity of the interests of graduate students is always fascinating, and the collegiate system means students from different disciplines have plenty of opportunity to interact. Although programmes vary widely, there are a few key members of staff and events at the core of your time as a graduate in Oxford.

### **(i) Tutor for Graduates**

The Tutor for Graduates (Dr Natalia Waights Hickman) is the person responsible to the Governing Body for the admission and academic progress of all graduate students. They may be contacted via the Graduate Officer ([graduate.enquiries@worc.ox.ac.uk](mailto:graduate.enquiries@worc.ox.ac.uk)).

### **(ii) Graduate Officer**

The Graduate Officer (Sophie Clayton) works closely with the Tutor for Graduates in administering the admission and ongoing academic life of the graduate community. She is the first point of contact for all graduate queries ([graduate.enquiries@worc.ox.ac.uk](mailto:graduate.enquiries@worc.ox.ac.uk)).

### **(iii) College Advisors**

Each graduate student at Worcester College is allocated a College Advisor who is a member of the College's academic staff.

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

The role of the College Advisor is additional and complementary to that provided in the student's department or faculty and they may be able to:

- monitor your progress, by discussing your University supervision reports with you and by being available for consultation, either in person or by e-mail
- discuss with you any problems or difficulties you may be experiencing in your Department or Faculty, and/or with your supervisor
- consult the Tutor for Graduates or 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.

In addition your College Advisor may be able to offer you advice on academic-related matters such as: applications for research funding, conferences and seminar attendance, publication and career plans. College Advisors would not normally be expected to provide academic references, as others are better placed to do so. They might provide a reference for other purposes, such as applications for a Junior Deanship, or a character reference.

It may be necessary to change your College Advisor during periods of sabbatical or other academic leave. Should there be reasons for you to seek a change of Advisor, you should contact the Tutor for Graduates.

Graduate students should **always** respond to communications from their Advisor. They should also feel free to contact their College Advisors at other times, if required, and to consult other College staff/officers as necessary.

#### **(iv) Graduate Freshers' Dinner**

New graduate students will normally meet their College Advisors in Michaelmas Term at the Graduate Freshers' Dinner which is held on Thursday of 1<sup>st</sup> Week. College Advisors normally invite their new Advisees to a pre-dinner Welcome before the Graduate Freshers' Dinner. **Invitations for the Graduate Freshers' Dinner will be sent to Advisors and Advisees at the appropriate time.**

#### **(v) Graduate Collections**

All graduates are expected to attend a Graduate Collection once a year (PGCE students are not required to attend because their study programme makes this impractical). This is a meeting with the Provost and the Tutor for Graduates to discuss the graduate's work and progress. College Advisors do not normally attend, but are asked to inform the Graduate Officer of any concerns that should be raised at the Collection. Graduate Collections are typically held during 6<sup>th</sup> and 7<sup>th</sup> weeks of Michaelmas and Hilary term and students are sent invitations as appropriate. The Graduate Collections timetable is circulated to all College Advisors for information.

#### **(vi) Supervisors**

Students who are pursuing research degrees will work very closely with their University Supervisor. A good working relationship should be built, beginning early in the year. If graduates have any concerns about their Supervisor they should raise them immediately with their Department and the Tutor for Graduates (via the Graduate Officer). It is possible to change Supervisors under some circumstances. The frequency of meetings between a graduate and their Supervisor will depend on a number of factors, including the student's research goals and deadlines. A Supervisor is required by University Regulations to write a report on each graduate's progress once each term, and to discuss the report's contents with the student. Graduates are advised to arrange this meeting at the end of term, as a way of receiving feedback.

#### **(vii) Reviewing Progress**

The University Supervisor's report to the Department or Faculty is made available not only to the Faculty's Director of Graduate Studies/Head of Department, but also to the College. The Tutor for Graduates and/or the College Advisor will contact any student if they wish to discuss any of its contents, or raise any concerns.

#### **(viii) Graduate Progression ("GSO") forms**

Research students will, at various points, need to submit progression forms (for example: applications for transfer of status; confirmation of status; or appointment of examiners). Any forms such as these that require the signature of the College's Tutor for Graduates should be sent to the Graduate Officer.

### **(ix) University Staff**

Most academic staff in the arts and humanities have their offices in colleges, rather than in University departments. The opposite is true for staff in the sciences. The level of contact students have with academic staff will depend on the nature of their course. In addition to seminars and more formal academic settings, many departments have a common room where students have the opportunity to chat informally with lecturers.

### **(x) Problems affecting academic work**

In the event of a problem affecting academic work, students should seek support at the earliest opportunity. Students can seek advice on academic matters from their tutors or course advisors, and can also get help and support from the Welfare Team. Reasonable adjustments can be made by tutors, and the Head of Welfare can advise you on this. Where necessary, it is possible for a student to change their tutor or their tutorial partner following discussion with the Welfare Team and (where necessary) the Tutor for Graduates. If a student has a concern about a tutor or about the support that they have been provided they should discuss the matter with the Tutor for Graduates.

### ***Fitness to Study***

The College places great importance on the wellbeing of its students and appreciates the impact health can have on studies. A range of welfare support services are available to students, both within the College and the University. However, the College appreciates that occasionally students require additional support, and has a Policy to be used in circumstances where concerns arise about a student's fitness to study. The College's Fitness to Study Policy is available here: [https://www.worc.ox.ac.uk/sites/default/files/fitness\\_to\\_study\\_policy\\_2021-22.pdf](https://www.worc.ox.ac.uk/sites/default/files/fitness_to_study_policy_2021-22.pdf).

### **(xi) College Prizes**

Graduates who obtain a distinction in their final University examinations are normally awarded a College prize of £120.

Graduate Entry Medicine students who obtain a distinction in a first public examination (including 1<sup>st</sup> BM, both parts) are normally awarded a College prize of £60.

## **9. UNIVERSITY EXAMINATIONS**

Students whose degree programmes only include core assessment units will be automatically entered for the appropriate examination papers once registration is complete. Students will receive a confirmation of their examination entry.

Students whose degree programmes include core and optional assessment units will need to complete an on-line examination entry form for the optional units. Students will receive an automated email from the University at the appropriate time, advising them that the exam entry window has opened for their particular course. It remains the personal responsibility of students to ensure that their examination entry is submitted on time; late entry fees are imposed by the University.

The following notes are intended to be read in conjunction with the *Examination Regulations* of the University.

### **(i) *Viva Voce* Examination**

All candidates are required to attend for *viva voce*, an oral examination, if summoned. The University Proctors have ruled that the *viva voce* examination is an integral part of the examination. Candidates who



are summoned to it by the examiners and who (in most subjects) do not attend are deemed to have withdrawn from the examination, unless they can, through their college, satisfy the Vice-Chancellor and Proctors that they have been prevented from attending by '*illness or other urgent and reasonable cause.*' Students should check the *Examination Regulations* or their subject Handbook for information specific to their degree.

Undergraduates should inform the Academic Administrator and graduates should inform the Graduate Officer without delay if, for urgent and reasonable cause, they may not be available on the date set for their *viva voce* examination.

#### **(ii) Medical Certificates**

Medical certificates issued in term time for whatever reason, e.g. withdrawal from examinations, requests for late submission of dissertations or theses, requests to take papers in College, medical certificates relating to the health of candidates immediately before or during an examination, etc. must be supplied by a registered doctor (to include a hand-written or electronic signature), preferably from the College surgery. Please consult the Academic Administrator (or Graduate Officer for graduates) or the Head of Student Welfare for advice if you are required to submit a medical certificate for any reason. (Medical evidence must meet the expected standard as specified on the following website: <https://academic.admin.ox.ac.uk/medical-evidences-and-certificates>)

#### **(iii) IT Problems relating to Examinations and Submission of Theses**

It is important that you take reasonable steps to save and back up your work. Requests for late submission of work submitted for assessment or dissertations are assessed by the University Proctors. Please be aware that the Proctors will **not** look sympathetically on requests for late submission of work submitted for assessment or dissertations in cases where computer data have been corrupted or stolen and back-up copies either not made or not kept separately. Similarly, the Proctors will not accept computer or printer breakdown as a legitimate reason for requesting extra time. It is therefore **essential** that all students make regular back-ups of work (preferably in different places) and allow plenty of time for printing work and, if applicable, binding.

#### **(iv) Students with Disabilities**

Where necessary the College can apply, on behalf of students with disabilities, to the Proctors for (a) alternative examinations arrangements to be put in place, and/or (b) for a student's disability to be taken into account by the Examiners. Applications should be made as soon as possible after matriculation, and advice about the procedure can be sought from the Head of Welfare, the Disability Lead, and the Academic Administrator (Phillipa Tarver), or the University's Disability Advisory Service (see section 5.2). Medical evidence is required for all requests for adjustments. Further information is also available in the *University Student Handbook*, which can be found at <https://www.ox.ac.uk/students/academic/student-handbook>.

#### **(v) Religious festivals and holidays coinciding with examinations**

The University makes special arrangements for students who wish to be dispensed from taking University examinations on religious holidays and festivals. Briefly, the arrangements are that the candidate takes the paper on the next available day. Students who wish to make use of these arrangements should contact the Academic Office as soon as possible after the start of Michaelmas Term and prior to 4<sup>th</sup> Week.

#### **(vi) First Public Examination**

Undergraduates without Senior Status, (students with Senior Status are those studying for their second undergraduate degree) are required to pass the whole of the First Public Examination specified by the College within one calendar year after matriculation, except those taking Honour Moderations in Classics,

who are expected to pass in two calendar years. An undergraduate who fails to satisfy these requirements will not normally be allowed to return into residence or continue with their course, or any other. A case that exceptional circumstances justify a departure from the normal practice of the College can, however, be made; normally the case must be made *before* the examination is taken.

Any student who fails to satisfy the whole of the First Public Examination at the first attempt will be entitled to re-enter for the First Public Examination on one further occasion (in accordance with the regulations governing the resit of that subject). The College will normally terminate the course of any student who fails the First Public Examination at the second attempt. A diagrammatic overview of the process is provided in section 11.20.

Any student whose course the College decides to terminate on the basis of having failed their First Public Examination may appeal using the College's standard appeals procedure given in section 11.20. The Senior Tutor and the student's subject tutor/s shall not be eligible for appointment to the Appeal panel, and written notice of the appeal, addressed to the Provost, must be made within fifteen working days of the student being informed of the result of their second (or subsequent) attempt to pass the whole of the First Public Examination.

#### **(vii) Undergraduates - Change of Subject**

Applications to change Final Honour School are rare, considered on their merits, and must be made in good time so that an extension beyond the normal period of residence is not necessary. The College is reluctant to allow a change requiring an extra year's residence unless there are special circumstances. For this reason, applications to change subject will normally only be considered if they are made not later than the end of Trinity Term of the first year. If special circumstances exist, and an extra year's residence is required (e.g. the new Honour School is started from scratch), it is the normal expectation of the College that an undergraduate will take the First Public Examination in the new School, even if the First Public Examination in the former School has been taken and passed.

#### **(viii) Second Public Examination**

Unless special arrangements have been made as indicated above, undergraduates without Senior Status are required to take and pass final examinations after nine or twelve terms from matriculation, whichever is the normal practice in their subject. Unless admitted on a different basis, those with Senior Status are expected to take and pass the examination in six terms (in the case of 3-year undergraduate degree programmes) or 9 terms (in the case of a 4-year undergraduate degree programme). In exceptional circumstances the College will consider an application to take the final examinations at a later date, but permission will be granted only if the application is made at a reasonable time and the College considers there are good academic or welfare grounds to support it. The application will be sent to the relevant University Office for their consideration and approval.

If a student refuses to take final examinations at the appropriate time, or in the rare and unfortunate case of a failure in final examinations, an undergraduate does not necessarily have any right to remain a member of the College or to use its facilities. If a candidate who has refused to take final examinations chooses to take them in a subsequent year, then the College will decide in the light of particular circumstances what use, if any, may be made of College facilities in the interim.

The College practice is intended, first, to ensure that undergraduates maintain reasonable academic progress during their time here, and secondly, to enable the College to regulate the total number of undergraduates in residence. An extension of time granted to any undergraduate in residence may reduce the number of places available for first years in subsequent years. The College is of course prepared to consider applications

involving extensions of time, but will always need to be convinced that there are exceptional circumstances justifying such extensions.

#### **(ix) Illegible scripts**

If an examiner identifies a written examination script as illegible they may ask for it to be transcribed. The College will contact the student if their examination script/s has been identified as illegible. The College will make arrangements for the candidate to dictate the script to a typist in the presence of an invigilator. The costs of the typing and invigilation will be passed on to the student. If a student is concerned about their handwriting, they should contact their tutor to discuss ways to help to improve and practice their handwriting for exams.

### **10. PLAGIARISM**

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. Plagiarism may be intentional or reckless, or unintentional. Intentional plagiarism may take the form of unacknowledged quotation or substantial paraphrase, from electronic or printed publication, or from unpublished materials (including essays and theses) written by others, including other and former students. This constitutes literary theft.

Plagiarism can also come about by the use of material appropriated from another source or sources with the *effect* of passing it off as one's own work: that is, as the outcome of careless presentation, as a result of which extensive quoted material or close paraphrase are included without acknowledgement. This constitutes 'reckless' plagiarism. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence: marks may be deducted from examinations, and the most extreme sanction includes disqualification from the examination.

Plagiarism does **not** describe the general assimilation of the substance of other people's ideas into one's own thoughts, without which academic discussion could not take place.

Further information about plagiarism and the sanctions that can be taken by the University in cases of suspected plagiarism is available at <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>.

#### **Useful weblinks**

Comprehensive guidance from Princeton University –  
[www.princeton.edu/pr/pub/integrity/pages/intro/index.htm](http://www.princeton.edu/pr/pub/integrity/pages/intro/index.htm)

A tutorial and self-test from Indiana University School of Education –  
<https://tedfrick.sitehost.iu.edu/plagiarism/>

The University runs free WISER workshops on Information Skills and Electronic Research –  
<http://libguides.bodleian.ox.ac.uk/workshops>

### **11. DEGREE DAYS**

Once students have successfully completed their course, they are entitled to attend a degree ceremony at which their degree will be formally conferred. Following the formal conferral, a degree certificate will be issued.

Undergraduates will normally receive an email invitation from the University in the Michaelmas Term of their final year with information about booking a degree ceremony.

Graduates on a taught course (such as the Master of Studies) will normally receive an email invitation from the University early in their final year (first year for those on a one-year course) with information about booking a degree ceremony. Graduate research students will normally receive an email invitation from the University once they have been “granted leave to supplicate” (the term used to indicate that students have fulfilled the academic requirements of their research degree). They can then book to have their degree conferred at a degree ceremony.

All outstanding fees and battels must be paid and all books borrowed from a College or University library must be returned. Graduate students who have submitted a thesis as part of their examination (e.g. DPhil, MLitt or MSc), cannot have their degree conferred until they have submitted a digital copy of their thesis at the Oxford Research Archive.

## **12. TRANSCRIPTS**

The University issues transcripts for most students who commenced their studies in, or after, Michaelmas Term 2007. Further information can be found on the following webpage: <https://www.ox.ac.uk/students/graduation/transcripts?wssl=1>.

Students on the Visiting Student Programme (JYA) should contact the Tutorial Administrator ([elizabeth.smith@worc.ox.ac.uk](mailto:elizabeth.smith@worc.ox.ac.uk)) if they require a transcript.

## 5. WELFARE

We are committed to making Worcester a place where every member can thrive, whether they are a first-year navigating Michaelmas Term or a graduate student worried about tomorrow's viva exam. College has a broad range of welfare provision and there are several members of staff you can approach if you need welfare support. You can see the full range of welfare support available via the College website: Undergraduates: <https://www.worc.ox.ac.uk/applying/undergraduates/student-life/health-and-welfare>; Graduates: <https://www.worc.ox.ac.uk/applying/graduates/student-life/health-and-welfare>. The College's welfare provision is not intended to replace the emergency services in an emergency situation. Please see <https://www.ox.ac.uk/students/help> for contact details of emergency services.

It is possible to speak confidentially to the Welfare Team, who will not share information about you unless it is necessary for your safety or the safety of others for them to do so, or in a case where it would be unlawful for them not to disclose something to the relevant authority.

- Within your first week of College residence, you must register with the College GP (unless you are registered with another GP Practice in Oxford).
- If you have a disability, you should register with the Disability Advisory Service as soon as possible to ensure you have appropriate support in place. Please contact the Head of Student Welfare, (Georgina Heywood, [welfare@worc.ox.ac.uk](mailto:welfare@worc.ox.ac.uk)), for help or advice on this process.
- Students with known medical conditions are invited to inform the College Nurse.

### **1. WHO TO SEE – IN COLLEGE**

#### **Welfare Team**

The Dean, currently Dr Paul Azzopardi, has overall responsibility for welfare and discipline in college. He can be contacted at [dean@worc.ox.ac.uk](mailto:dean@worc.ox.ac.uk) or on (01865) (2)71415. Paul is supported by the Assistant Dean, Dr Neva Kandzija, and the Junior Deans.

Junior Deans are graduates living on-site who are on duty overnight and on weekends during full term. They can be contacted via the Porters' Lodge (01865 278 300 / [lodge@worc.ox.ac.uk](mailto:lodge@worc.ox.ac.uk)). Junior Deans are trained in first aid, mental health first aid, peer support, sexual assault and crisis training, and are fire wardens. Our Junior Deans are Hollie Parsons, Edward Jones, James Altunkaya, and Gabriella Tyson.

#### **Head of Student Welfare**

The Head of Student Welfare, Georgina Heywood, is available during office hours all year round and can advise on all matters relating to welfare and disability, and support for students. She is also the Disability Lead and Disability Coordinator, Safeguarding Lead, and a Harassment Advisor in College. Georgie can be contacted at [welfare@worc.ox.ac.uk](mailto:welfare@worc.ox.ac.uk) or on (01865) (6)10465. Georgie's office is in Asa Briggs Room 4.

#### **Counsellor**

The College Counsellor, Mischka Byworth, can be contacted during full term for an appointment on [counselling@worc.ox.ac.uk](mailto:counselling@worc.ox.ac.uk).

#### **College Chaplain**

The Chaplain, the Revd Marcus Green, is available to all members of College for conversation, guidance, or just a listening ear, regardless of their religious affiliation or experience. His email address is [marcus.green@worc.ox.ac.uk](mailto:marcus.green@worc.ox.ac.uk), and his room is Asa Briggs 3.

### **JCR/ MCR support**

The JCR and MCR have welfare representatives who you can approach with concerns or ideas for events that support welfare and wellbeing. The JCR also have a group of trained peer supporters who can meet privately with students and run 'T@3', a regular, relaxed social event for all students.

### **Others/Ongoing Support**

The first point of contact within College for all welfare-related matters is the Head of Welfare and/or the Junior Deans. However, Tutors, the Equalities Officer, the Senior Tutor and the Academic Administrator can all offer support, depending on need.

## **2. MEDICAL SUPPORT**

### **Nurse**

The College Nurse, Joanna Bowd, is available during term for consultation about any health matter. Jo's office is in Staircase 15.1, and you can book an appointment with Jo using this link: <https://outlook.office365.com/owa/calendar/WorcesterNurseoxfordhealthnhsuk@ohft365.onmicrosoft.com/bookings/> or you can contact Jo via email at [worcesternurse@oxfordhealth.nhs.uk](mailto:worcesternurse@oxfordhealth.nhs.uk)

### **College GP**

The College is associated with the 27 @Northgate Practice, which is based at the Northgate Health Centre, 15 Market Street, Oxford, OX1 3EF. (Please note that the practice has moved from its previous address of 27 Beaumont Street.) The College Doctors are Dr David McCartney and Dr Simon Clough. You can contact the surgery on (01865) 311500.

You must register with the practice in your first week of residence, unless you are already registered with another Oxford GP, in which case you must advise the Head of Student Welfare, Georgie Heywood.

### **Dentist**

There are many NHS dental practices within Oxford with which you can register. Oxford Brookes University also run a student dental practice; the fees for this practice are NHS and the service is tailored to students (i.e., it is predominantly for emergencies). For details, charges and services, please visit <https://www.nhs.uk/services/dentist/studental-dental-care-oxford/V007823>.

## **3. CONSIDERATIONS**

### **Ill health**

Contact the College Nurse, Joanna Bowd, if you are ill. She may be able to visit you in your room. The Nurse will plan, if necessary, for the Head of Student Welfare or Junior Deans to support you (e.g., meal delivery, check-ins, informing tutors if required). On occasion, you may be required to return home to recover.

If your health has affected coursework or examinations, please discuss this with the Academic Administrator to apply for extensions or to submit a mitigating circumstances notice.

### **Mental health**

If you are concerned about your own or a friend's mental health please contact any member of the welfare team, who will be able to advise or direct you to the appropriate support. The Head of Student Welfare is



a good first point of contact, but during term, several services also offer support overnight and at weekends e.g., Nightline, Junior Dean team, Emergency Services, and so on.

## **Disability**

Students with disabilities are advised to contact the Head of Student Welfare/College Disability Lead and Coordinator, Georgie Heywood, as soon as possible, and to register with the Disability Advisory Service. The college has a responsibility to make 'reasonable adjustments' to support disabled students, and these will be detailed in your Student Support Plan that the Disability Advisory Service will create in collaboration with you. Student Support Plans may need to be shared with Departments and Tutors (in Worcester College and other Colleges) to ensure reasonable adjustments for teaching can be provided. You may be entitled to additional funding through Disabled Student Allowance for equipment, travel, study support and other disability-related costs and the Disability Advisory Service will guide and support you through the process of accessing this funding.

### **i) Accommodation adjustments for students with disabilities**

Priority accommodation allocation is undertaken for incoming students and current students with disabilities or medical conditions that require adjustments to their accommodation. Students should contact the Head of Student Welfare, Georgie Heywood, for information about how to request appropriate accommodation, including details on any supporting information that may be required.

In these circumstances, students will be exempt from the usual allocation/balloting process.

Applicants are strongly advised to contact the Head of Student Welfare to discuss any adjustments and support they may require as early as possible,

Students with a disability may request to remain in the same room for the duration of their course if required. This request should be endorsed by the Disability Advisory Service via a Student Support Plan.

### **ii) Information sharing**

Medical information shared with the College Disability Coordinator will be shared on a need-to-know basis with individuals in the Accommodation Office. Medical information shared with the University Disability Service will be shared and managed in accordance with the Disability Advisory Service's own policy.<sup>1</sup> Information will only be shared with appropriate staff members and where necessary and relevant to the allocation of or adjustments made to a room. This information will be stored in accordance with the College's Data Protection policy.<sup>2</sup>

### **iii) Costs associated with disability-related accommodation**

Sometimes, reasonable adjustments mean that a student is allocated a more expensive room than they might otherwise have occupied (for example, if a student requires an en-suite room as a reasonable adjustment). In these cases, the College will cover the additional cost, and the student will only be charged for the grade of room that they would otherwise have occupied.

## **Examination Adjustments**

The college can apply to the Examination Schools, on behalf of students, for adjustments to examinations

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<sup>1</sup> See <https://compliance.admin.ox.ac.uk/data-protection-policy> and [https://www.ox.ac.uk/sites/files/oxford/field/field\\_document/Confidentiality%20in%20Student%20Welfare%20Guidance%20-%20May%202022.pdf](https://www.ox.ac.uk/sites/files/oxford/field/field_document/Confidentiality%20in%20Student%20Welfare%20Guidance%20-%20May%202022.pdf).

<sup>2</sup> See <https://www.worc.ox.ac.uk/file/policy-data-protection>.

in the case of disability or other medical conditions. All applications must be supported by medical evidence or a Student Support Plan from the Disability Service, and must be made in the term prior to the term in which the examinations are to be taken, except for unexpected short-term medical conditions. Please contact the Head of Student Welfare if you need to request adjustments.

### **Harassment**

Phillipa Tarver is the designated harassment advisor for the College. She can support you if you have been subject to harassment, bullying or discrimination or would like to make a complaint. Georgie Heywood is also a harassment advisor for the College who can support you.

You can also contact the University Harassment team at [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk) for advice. Please refer to the harassment policy for more information.

In the case of sexual assault, the appropriate staff member to contact is the Head of Student Welfare or a member of the Dean team for confidential support and advice. The team have first responder training to support you can accompany you to the local Sexual Assault Referral Centre if necessary.

### **Suspension**

It is possible to take time away from your studies in certain circumstances, for example, to manage a medical condition. Please speak to a member of the welfare team, academic office, your tutor or university supervisor (if you are a graduate) to discuss in the first instance. The policy on suspension for undergraduate students is published on the Policies and Procedures page of the College's website at [https://www.worc.ox.ac.uk/sites/default/files/files/page/suspension\\_policy\\_may\\_2019.pdf](https://www.worc.ox.ac.uk/sites/default/files/files/page/suspension_policy_may_2019.pdf). There is further information about suspension of status for graduate students on the University website at <https://www.ox.ac.uk/students/academic/guidance/graduate/status?wssl=1>.

### **Vacation support**

If you are staying in Oxford over the vacation, some welfare services are not available, or only available in a reduced capacity. In college, there is no Counsellor, Junior Dean, or Nurse cover during this time. However, the Head of Student Welfare and Academic Administrator will continue to be available, the central counselling service and disability advisory service remain open, and the GP surgery can be contacted for any medical needs during this time. For welfare issues on site, please contact the Porters' Lodge, who can escalate the issue to the appropriate service as required.

### **Financial support**

There are several types of financial support provided by the College. If you experience financial difficulties during your studies, you can apply for financial aid. A list of the sources of financial support available can be found on the College website: <https://www.worc.ox.ac.uk/intranet/students/grants-and-bursaries-undergraduates> and in Section 6 of the Handbook.

Financial support for estranged students and care leavers is also available, and you should contact the Student Welfare Office in the first instance to explore options.

### **Student Maternity, Paternity and Adoption Leave**

The College follows the University policy which differentiates parental leave from suspension for medical or disciplinary reasons. Full details are available here: <http://www.ox.ac.uk/students/welfare/childcare>.

**Personal safety**

The College – and Oxford more widely – is generally a safe place, but it is important to take sensible precautions. In particular, the College gate and other entrances will be closed at the end of the day and can be accessed using your University card. Please take care to shut doors behind you and do not admit anyone that you do not know. You must sign in any guests at the Lodge so the porters have a record of who is on site. Please inform the Porters' Lodge, University Security services (01865 289999) or the Junior Deans if you see anyone on site who you do not know or who is acting suspiciously, or if you have any concerns about anything that you see on the site.

## 6. UNDERGRADUATE FINANCE

The points made in this section are an overview. For any queries about finance not covered in the handbook, please contact the Accounts Office by emailing [finance@worc.ox.ac.uk](mailto:finance@worc.ox.ac.uk)

### **1. FEES & CHARGES**

#### **(i) University Tuition Fees**

At undergraduate level there are three classifications of students for the purposes of fees. These are Home, Islands, and Overseas. Classification depends on nationality and certain residence conditions, and the definitions used by the University are given in Appendix I of the Examination Regulations. If you are unsure of your classification more details are available at [www.ox.ac.uk/students/fees-funding/fees/status](http://www.ox.ac.uk/students/fees-funding/fees/status).

##### **a) Home**

Home students' course fees are £9,250 in 2023/24. Course fees will usually increase annually. Republic of Ireland students who start on a programme of study in 2023/24 will be charged course fees at the Home rate for all years of their programme. For Home undergraduate students, course fees are currently subject to a governmental fee cap and will not increase above the level of the fee cap, which is subject to annual review. In deciding the annual level of increase, the University will take into account a range of factors, including rises in the costs of delivering the programme and changes in government funding. You can read further information on these annual increases on the University website at [www.ox.ac.uk/students/fees-funding/fees/changes-fees-and-charges](http://www.ox.ac.uk/students/fees-funding/fees/changes-fees-and-charges).

Home students completing their first degree are currently entitled to take out a governmental tuition fee loan up to the full value of the fees to be paid for the given academic year. Please see section 2(i) below for more information.

Before arrival, all Home students must submit to the college a copy of their Financial Notification from their funding body, showing the amount of the tuition fee loan that has been requested and any remaining amount which needs to be paid directly to Worcester College. Students usually submit this document to the Admissions & Access Officer along with their Financial Declaration Form; after the start of a student's course, it can also be submitted directly to the Accounts Office. Undergraduates will not have to pay any element of the fees for which a tuition fee loan is to be paid, but will have to pay any remaining balance.

Details of fees, funding, grants and loans can be found on the University website at <https://www.ox.ac.uk/students/fees-funding/search?wssl=1>.

For students who are privately funded, the College permits payment of fees in two instalments. The first 50% would be due on your first Battels statement in Michaelmas Term and the balance on your Hilary Term statement. No application is necessary but it is very helpful if you can let us know if you wish to take up this option. Please note this applies to payment of fees only; all other charges must be paid in full when due.

##### **b) Islands (Channel Islands and the Isle of Man)**

For 2023/24 the course fees for students from the Channel Islands and the Isle of Man who are starting a course are £9,250. You can find information on annual fee increases on the University website at [www.ox.ac.uk/students/fees-funding/fees/changes-fees-and-charges](http://www.ox.ac.uk/students/fees-funding/fees/changes-fees-and-charges)

Contact your island's education department for more information on funding arrangements:

- [States of Jersey](#)
- [Guernsey, Alderney and Sark](#)
- [Isle of Man](#)

### **c) Overseas**

International students pay course fees that differ according to the course they are enrolled on. Rates for the 2023/24 academic year can be found at [www.ox.ac.uk/students/fees-funding/fees/rates](http://www.ox.ac.uk/students/fees-funding/fees/rates).

Course fees will usually increase annually. In deciding the annual level of increase, the University will take into account a range of factors, including rises in the costs of delivering the programme and changes in government funding. You can read further information on these annual increases on the University website at [www.ox.ac.uk/students/fees-funding/fees/changes-fees-and-charges](http://www.ox.ac.uk/students/fees-funding/fees/changes-fees-and-charges).

For Overseas students the College permits payment of course fees in two instalments. The first 50% would be due on your first Battels statement in Michaelmas Term and the balance on your Hilary term statement. No application is necessary but it is very helpful if you can let us know if you wish to take up this option. Please note this applies to payment of fees only and all other charges must be paid in full when due.

### **(ii) Deposit**

All students are charged a deposit on arrival. The deposit is £550.00 for first year undergraduates commencing their degrees in 2023/24. The deposit is refunded by September at the latest after completion of your course. Any outstanding battels or charges will be deducted. Further details of how and when your deposit will be refund will be sent in your final term.

### **(iv) Battels**

College accounts are called battels. They are issued by email by Friday of 1<sup>st</sup> Week each term, and must be paid in full within two weeks of being issued. They are not offset against the deposit, except after completion of a degree.

Battels are charged up front at the start of each term and cover accommodation and utilities. Meals are paid for separately as taken.

If a student is unable to pay their battels by the due date they must contact the Finance Office ([finance@worc.ox.ac.uk](mailto:finance@worc.ox.ac.uk)) prior to the battels being due. In some cases it may be possible for the College to provide a short extension, or for the student to seek support from the Financial Aid fund and the other funds available to students. Refusal to engage with the College about delayed payment of battels could result in exclusion from the College until payment is received.

The current accommodation rates are published on the College website - <https://www.worc.ox.ac.uk/applying/undergraduates/student-life/undergraduate-accommodation>.

Please note that charges for utilities are included in the rent payment.

## 2. STUDENT LOANS, BURSARIES, & GRANTS

Most student funding comes from three different sources: Government funding (usually via a loan scheme), the University and the College. Mainstream government funding has two parts: loans for fees (for Home students) and loans for maintenance (Home students) or non-repayable maintenance grants (for some Home students). You must apply for **every** year of your course. It is your responsibility to ensure that you apply early and while on course we recommend no later than the Easter Vacation before the start of the next academic year. See the University website at [www.ox.ac.uk/funding](http://www.ox.ac.uk/funding) for further information.

### (i) Tuition Fee Loan

Tuition fee loans are available to all Home students completing their first undergraduate degree (see also section 4.4). For Home students, requests for this loan are made when applying for any income/non-income assessed maintenance loan/grant by applying online via the website for your region. The website addresses are:

**England:** Student Finance England - [www.gov.uk/student-finance](http://www.gov.uk/student-finance)

**Northern Ireland:** Student Finance NI - [www.studentfinancenir.co.uk](http://www.studentfinancenir.co.uk)

**Scotland:** Student Awards Agency for Scotland (SAAS) - [www.saas.gov.uk](http://www.saas.gov.uk)

**Wales:** Student Finance Wales - [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

Students do not repay anything until after they graduate, and the date they start repayments will depend on their earnings.

### (ii) Maintenance Loans

Maintenance loans are available to Home students and those with settled status who meet certain residency requirements. The maximum loan is dependent upon the undergraduate's regional funding body and their household income. All publicly funded Home students studying for their first degree are eligible for a percentage of this loan, regardless of their household income; the remainder is means-tested on the basis of household income.

The income thresholds determining the level of support differ by UK region. Students should consult their own region's website (see section above) for more information about these thresholds.

Once UK students have completed their University registration at the beginning of each academic year, their maintenance loan will be paid directly into their bank account. Payments are made in three instalments at the start of each term. In Michaelmas Term the money is normally paid after completion of both the University registration process and arrival at the College. This payment may take three to five working days and the exact payment dates will be noted on the financial notification.

### (iii) Non-repayable Financial Support

Non-repayable government financial support is only available to publicly funded Home students from Northern Ireland, Scotland and Wales and requires financial assessment. Each region decides on its own maintenance grant amounts and household income thresholds relating to this.

Students should consult their own region's website (see section above) for more information about the financial support available. Applications for the Student Loan are made through the relevant region's funding body.



#### (iv) Oxford University Bursaries

The Oxford Bursary scheme ([www.ox.ac.uk/students/fees-funding/ug-funding/oxford-support](http://www.ox.ac.uk/students/fees-funding/ug-funding/oxford-support)) provides maintenance support for UK students and Republic of Ireland nationals (living in the UK or Ireland) from lower income households. If you are a new student commencing a first undergraduate degree, assessed as having a household income of £50,000 per year or less and are not eligible for, or do not take up, a Crankstart Scholarship, you are likely to be eligible for a bursary at the levels below (Table 2).

Students from the EU, EEA and Switzerland who have been granted pre-settled or settled status may also be eligible for an Oxford Bursary if they meet the residency requirements.

Household income	Annual Bursary
£25,000 or less	£4,000
£25,001 - £32,500	£3,500
£32,501 - £37,500	£3,000
£37,501 - £42,875	£2,000
£42,876 - £50,000	£1,000

For further details about eligibility and rates see: [www.ox.ac.uk/funding](http://www.ox.ac.uk/funding).

There is no separate application process for the Oxford Bursary or Crankstart Scholarship as these are based on the household income assessment carried out by your regional funding agency. You just need to ensure both you and those who you live with are financially assessed when you apply for UK government funding.

If you are eligible for an Oxford Bursary or Crankstart Scholarship and are starting your course in 2023, you will be notified of your entitlement from mid to late September 2023. You must have your financial assessment completed by May 2024 to be considered.

#### (v) Scholarships

There are also a number of scholarships available at the University. Further information can be found on the University website at [www.ox.ac.uk/funding](http://www.ox.ac.uk/funding).

#### (vi) Equal Access to Learning Fund

With the generous support of the Dorset Trust, the College has recently established a fund for material access to learning. This includes the purchase of items such as laptops and books and for tuition and technological support while away from College. All students, both undergraduate and postgraduate, as well as offer-holders, can apply for the fund on a means-tested basis.

Details may be sought by emailing the Learning Development Officer, Rea Duxbury.

#### (vii) Vacation Grants

Grants are available for undergraduates who need to be in Oxford during the vacation to do academic work which could not easily be done at home. Applications must be supported by a tutor. Forms are available from the College website and must be submitted to the Academic Office by Friday of the 5th week of term. Undergraduates who have University examinations outside term will automatically have a grant credited to their battels; grants are not available in respect of examinations which are retaken in consequence of a previous failure.

#### **(viii) Travel Grants**

Grants are available for vacation travel and for academic work outside Oxford. Final year students are not eligible for grants for trips to be taken in the long vacation after completion of their degree. Applications must be supported by a tutor. The Committee that considers applications will prioritise the support of travel for academic and academic-related purposes. Forms are available from the College website and must be submitted to the Academic Office by Friday of the 4th week of the term preceding the relevant vacation.

#### **(ix) Grants for compulsory field courses**

Undergraduates studying subjects involving field courses may be eligible to apply to the College for a grant towards the cost. The relevant application form is available from the College website.

#### **(x) Book Bursaries**

The College offers book bursaries of up to £100 in total for undergraduate students reading for an undergraduate degree. They are intended for those whose financial circumstances are such that they cannot easily afford books which are necessary for their academic work. Application forms are available from the College website, and must be countersigned by the applicant's College Tutor. Completed forms, *with receipts attached*, must be submitted to the Accounts Office: reimbursement will be credited on battels.

#### **(xi) Oxford Blue Grant**

The College offers a grant of £50 per year to any student who has been awarded an Oxford sporting Blue or £25 for a half blue. Application forms are available from the Finance Office ([finance@worc.ox.ac.uk](mailto:finance@worc.ox.ac.uk)) or your JCR/MCR Sports Rep. Forms should be returned to your Sports Rep for collecting and forwarding to Accounts. Grants will be credited to battels.

#### **(xii) Ogilvie Thompson Scholarship for graduate study**

Final year undergraduates and those who have graduated within the previous two years but have not undertaken any graduate work since (either in Oxford or at another University), are eligible to apply for an Ogilvie Thompson Scholarship to assist with the costs of graduate study at the College. The Scholarship is awarded not only on the basis of the candidates' academic achievements and promise, but also their contribution, whilst undergraduates, to the College community (for example by service on the JCR Committee or by participation in the artistic, musical, social, spiritual, sporting, or theatrical life of the College). The Scholarship is open to all subjects, and in the first instance will be awarded for the duration of one year.

The Ogilvie Thompson Scholarship will pay, in whole or in part (up to a maximum of £10,000), the University and College fees of the recipient. Applicants are also expected to apply for full funding from the appropriate funding body. Applications should comprise an up-to-date *Curriculum Vitae*, a short account of the candidate's proposed research project, and the names of two academic referees who should be asked to send references directly to the College's Graduate Officer: formal interviews are not held. The Ogilvie Thompson Scholarship is advertised each academic year.

### **3. FINANCIAL DIFFICULTY**

Students who find themselves in difficulties with money should be aware that there are some further sources of funding available apart from the student loan. It is always a worry for those having financial problems, but the College is keen to ensure, in so far as it can, that students' academic work is not adversely affected by financial hardship. Students should feel free to consult, in confidence, the Financial Aid Officer (currently Dr Conrad Leyser), who will be happy to provide advice about how the College can assist in alleviating financial difficulties.

Further details about student financial aid can also be found on the College-only pages of the website (<https://www.worc.ox.ac.uk/intranet/students/grants-and-bursaries-undergraduates>). An online form is available there to be used to explain the situation and level of need. This will be returned to the Financial Aid Officer and the Academic Administrator. All material provided is treated as confidential, and is shared only on a need-to-know basis.

### **Short-term Help**

If your needs are short-term, then the College may be able to help you by offering a temporary freeze on your battels to allow you to take meals in Hall without immediate charge; or we will offer you supermarket vouchers to enable you to provide for yourself. This is a loan in kind, usually up to the value of £300, to be repaid by the start of the following term.

### **Crisis/Long-term Needs**

If you have a more serious situation, then you should consider applying for direct support from the University and College schemes available. Do note that these funds are more limited than we would like, and should not be counted on as a means to fund your studies: they are there to help in crisis or chronic situations. The maximum amount usually awarded as a grant under each scheme is £2,500. It is possible to receive grants from more than one scheme; and it is possible to apply more than once to each scheme.

There are two schemes run by the University:

#### **Access to Learning Fund**

This is a government fund for Home students reading for an undergraduate degree, 2nd BM, PGCE or postgraduate degree who need extra help to meet their living costs.

#### **University Hardship Fund**

This is a University Fund open to all students who have experienced unexpected financial hardship: a sudden change of circumstance, disrupting previously made budgetary plans.

#### **College Financial Aid Fund**

The College has a Financial Aid Fund to which all Worcester students may apply for support. The one condition is that if you are eligible for support from the University schemes, we ask that you apply for these: we then treat your application as an application also to the College.

Applications are considered by the Financial Aid Committee. This consists of the Senior Tutor, the College Financial Aid Officer, the Tutor for Admissions, the Tutor for Graduates, and two other Fellows.

## 7. GRADUATE FINANCE

The points made in this section are an overview. For any queries about finance not covered in the Handbook, please contact the Accounts Office by emailing [finance@worc.ox.ac.uk](mailto:finance@worc.ox.ac.uk).

### **1. FEES, CHARGES, GRANTS, BURSARIES AND SCHOLARSHIPS**

#### **(i) Fees**

The University Tuition fee varies according to a student's programme of study and their classification for fee purposes (e.g. "Home" or "Overseas"). Fee rates for full-time graduate students can be found at: <http://www.ox.ac.uk/students/fees-funding/fees/rates>.

Home students who are funding their studies with a graduate loan from student finance are entitled to pay their fees in line with the student loan payments. To request this arrangement, you should send an email with a copy of your loan confirmation to [finance@worc.ox.ac.uk](mailto:finance@worc.ox.ac.uk) before the start of term. This should clearly show the payment dates and amounts.

Course Fees are payable annually in advance in Michaelmas Term. For students who are privately funded, the College permits payment of fees in two instalments. The first 50% would be due on your first Battels statement in Michaelmas Term and the balance on your Hilary Term statement. No application is necessary but it is very helpful if you can let us know if you wish to take up this option. Please note this applies to payment of fees only and all other charges must be paid.

Approved tuition fees are claimed by, and paid directly to, the College in respect of those who have AHRC, Research Council, or Local Authority (LA) awards. In the absence of a specific written commitment by a fee-paying authority to meet the cost of tuition fees as they become due, the College holds students themselves responsible for payment of their fees.

Course fees for graduates are paid from admission to completion of the course being studied. Most students undertaking only a DPhil are liable for nine terms of fees in total. Students undertaking a DPhil within one of the Doctoral Training Centres are liable for 12 terms of fees in total. Students starting a DPhil after a one-year taught graduate course (e.g. an MSt, MSc) become liable for a further nine terms of fees (i.e. are liable for twelve terms of fees in total). Students starting a DPhil after a two-year taught graduate course become liable for a further six terms of fees (i.e. are liable for twelve terms of fees in total). Students transferring from one course to another (e.g. MSt to DPhil) will be required to satisfy the College that they have sufficient funding for the further course of study.

Candidates reading for taught courses and clinical medicine pay course fees for the duration of the course. Information about the various lengths of time for which fees are payable can be found at <http://www.ox.ac.uk/students/fees-funding/fees/liability>.

The University applies a continuation charge for graduates starting research study from 2011 onwards, once they have exceeded the standard period of course fee liability. The University continuation charge is £572 per term in 2023/24. The same rate will apply to all students, regardless of fee status (Home or Overseas) and will be reviewed on an annual basis. Bursary schemes may be available to which students may apply for support towards these charges. Further information is available from your Department/Faculty.

A college continuation charge (£121 per term in 2023-24) is payable by registered DPhil students who started from 2011 onwards and have completed four years (12 terms) of DPhil study or five years (15 terms) of DPhil study for students undertaking a DPhil within one of the Doctoral Training Centres. The continuation charge is not payable between thesis submission and viva.

### **(ii) Deposit**

**The deposit should be paid prior to arrival.** The College requires payment of a deposit; information will have been e-mailed to you previously as part of the admissions administration. The deposit is £850 for graduates living in College single accommodation and £150 for graduates living in privately-owned or rented accommodation. Students living in the College's graduate flats are required to pay a deposit of £1,200. *It is important to note that non-advance payment of this deposit will result in a significant delay in students' registration and restriction of access to IT facilities. University Cards will be withheld until the deposit is received.*

The deposit is normally refunded in the September following completion of a course. Any outstanding battels or charges will be deducted from it and the final credit balance then refunded directly to your bank account. Please check accommodation licence for details about withholding of deposits.

### **(iii) Battels**

College accounts are called battels. Graduate charges are issued monthly and must be paid in full within two weeks of being issued. They are not offset against the deposit, except after completion of a degree.

Battels include the termly utilities fee (for those students living in college accommodation), variable costs (e.g. the cost of printing), but not the cost of meals taken in College.

If a student is unable to pay their battels by the due date they must contact the Accounts Office prior to the battels being due. If students fail to pay on time and do not make arrangements to defer, this could result in exclusion from the College (rustication) until payment is received. The College may not authorise various Graduate Studies forms (e.g. for Transfer of Status, Appointment of Examiners) for students who have outstanding debts to the College, until such debts are cleared.

### **(iv) 3rd year clinical students: grants for Elective**

The College makes grants from its Nuffield Fund towards the cost of the elective period. Application forms are available from the College website, or the Graduate Officer.

### **(v) Oxford Blue Grant**

The College offers a grant of £50 per year to any student who has been awarded an Oxford sporting Blue or £25 for a half blue. Application forms are available from the Finance Office ([finance@worc.ox.ac.uk](mailto:finance@worc.ox.ac.uk)) or your JCR/MCR Sports Rep. Forms should be returned to your Sports Rep for collecting and forwarding to Accounts. Grants will be credited to battels.

### **(vi) Research Funding**

There are several sources of funding to help meet research costs including conference attendance, and the purchase of specialised equipment:

Supporting Organisation: Research that is essential to a student's course of study should be funded by their funding organisation (e.g. a government body, sponsoring firm, or a charity), because such needs should have been taken into account before work began. Graduates are therefore expected to familiarise

themselves with the rules of their own funding body. Some authorities, for example, will normally pay for one conference visit during the course of a graduate degree.

University funds: There are a number of University funds designated for special topics and available to graduates. A complete list is published regularly in the University Gazette, which can be found at [www.ox.ac.uk/gazette/](http://www.ox.ac.uk/gazette/).

Department and Faculty Funds: Departments and Faculties disperse funds for small expenses. If a department considers a piece of research so worthwhile that it may support it financially, despite its limited resources, then this can serve as the type of endorsement which outside agencies seek.

Worcester College Funds: The College considers applications for the following grants:

#### **(vii) Academic Expenses Grant**

Grants are available to assist graduate students with academic expenses incurred as a necessary part of completing their programme of study. Examples of such expenses include: conference attendance; travel and other costs incurred for research purposes; specialist equipment. The total amount that each graduate may apply for is dependent on the length/type of their programme of study as shown:

- 1 year taught degree students: £300 general allowance and a £50 book allowance
- Students on research degrees lasting less than 3 years and 2 year taught degrees: £550 general allowance
- Students on research degrees lasting 3 years or more: £750 general allowance

The conditions on each application are:

- that it is supported on academic grounds by the supervisor,
- that the applicant's award giving body has been approached for a contribution,
- that the Department / Faculty has been approached for a contribution,
- that the candidate specifies his/her own proposed contribution to the cost, if any.

Application forms are available from the Graduate Officer or the College Only section of the College's website.

#### **(viii) Equal Access to Learning Fund**

With the generous support of the Dorset Trust, the College has recently established a fund for material access to learning. This includes the purchase of items such as laptops and books and for tuition and technological support while away from College. All students, both undergraduate and postgraduate, as well as offer-holders, can apply for the fund on a means-tested basis.

Details may be sought by emailing the Learning Development Officer, Rea Duxbury.

#### **(ix) College Financial Aid**

Graduates who find themselves in unforeseen personal financial difficulty may apply for financial aid. These grants and loans can only be given if the financial difficulty arises after a graduate has arrived. They cannot be given if the claim, in effect, is based upon the fact that insufficient funding was available for the graduate to undertake the course.



Further details about student financial aid can also be found on the College-only pages of the website (<https://www.worc.ox.ac.uk/intranet/students/grants-and-bursaries-graduates>). An online form is available there to explain the situation and level of need. This will be returned to the Financial Aid Officer and the Academic Administrator. All material provided is treated as confidential, and is shared only on a need-to-know basis.

## **2. FINANCIAL DIFFICULTY**

### **(i) HE Access to Learning Fund**

This is a government fund for 'Home' students reading for an undergraduate degree, 2nd BM, PGCE or postgraduate degree who finds themselves in financial hardship due to unforeseen circumstances. It is normally given by way of a grant. Eligible students can apply as soon as necessary to the University's Student Funding Office on an application form which can be obtained from the Financial Aid Officer. Students are advised to take a copy of the application form and supporting documents before they send them to the Student Funding Office, in case they subsequently need to apply for College or University hardship funds.

### **(ii) University hardship funds**

These funds are aimed principally at those who are in financial hardship, but who are not eligible for a grant from the HE Access to Learning Fund.

Students who find themselves in difficulties with money may speak to their College Advisor, the Dean, the College Accountant, the Graduate Officer, the Provost, the MCR President, Treasurer, or Welfare Rep, all of whom can offer advice. Alternatively, students may write directly to the Financial Aid Officer. It is always a worry for those having financial difficulties, but the College is keen to ensure, in so far as it can, that students' academic work is not adversely affected by financial hardship.

## 8. DOMESTIC INFORMATION

### 1. UNDERGRADUATE ACCOMMODATION

- i. The College provides accommodation to all undergraduate students for three years of their degree. Undergraduates can live out of College after their first year if they wish, however, those wishing to live out must speak to the Dean in advance.
- ii. College accommodation is divided into 'staircases,' each of which is numbered, e.g., '8.1' means Staircase 8, Room 1. Each block is divided into Households.
- ii. Rooms in College vary greatly in terms of age, size, and appointment with 6 different grades of room available. Students will receive a Licence Agreement with details of room allocation at the start of each Academic Year. The College allocates accommodation to freshers before their arrival. Before the end of the first year, a room draw takes place. A room draw is a housing lottery where each student receives a random, computer-generated lottery number. This number determines the order in which students select their room in turn from any of those still available. The goal of the room draw process is to allow students to choose their own rooms from the stock available in a fair manner. The process is managed by the Accommodation Office in conjunction with the JCR Housing Rep and JCR President, with support from the Dean, the Senior Tutor, and the Welfare Officer. Before the end of your second year, the order for room selection is reversed and another room draw takes place for Third Year accommodation.
- iii. The College reserves the right to move students from one room to another on site during the year if necessary. Such occasions are unlikely, however, might be necessary in order to undertake urgent maintenance, for example.
- iv. All students receive a licence agreement before arrival which includes term dates. Undergraduates living in College accommodation must sign this licence agreement and set up a regular payment. Failure to do so will result in immediate withdrawal of IT facilities and possible further action by the College. Occupation of accommodation, even before an agreement is signed, is taken to be consent by the student to pay rent and abide by the terms of the agreement. Each term, students must check-out on Saturday of 8<sup>th</sup> week by 10am. Students must check-out and return room keys and fobs to the Lodge at the end of every term. On the day of arrival at the beginning of term students can check-in after 2pm.
- iv. The College has a number of rooms which have ground floor access and are adapted to suit a range of accessibility requirements. Students can request particular types of accommodation (e.g., en-suite) on medical, welfare, disability, or faith related grounds. Please see Section 5 of the Handbook for further details.

#### 1.1 Vacation Residence

- i. The College rents rooms for conference purposes during the vacations, which provides income that allows us to subsidise our food, accommodation, and other student charges. This means that undergraduates must fully vacate their accommodation at the end of each term, including **all** personal belongings, so **please pack accordingly**. If you are not in residence but your room is occupied by your belongings, you will be charged for each night until your belongings are removed. Credits will not be given for early departures at the end of term and late arrivals at the beginning of term in accordance with Licence Agreement dates.

ii. Vacation Residency in College can be granted to students who need to stay due to:

- Academic work
- International status
- Welfare reasons
- Sporting activities

Written support from your Tutor/the Welfare Officer must be provided with Vacation Residency applications. In all cases the Accommodation Team must be notified in advance via the online form provided by the Accommodation Office. Vacation Residency applications must be completed by **5th week of term**. While we endeavour to approve every student's request for vacation residency, we are not always able to accommodate all requests due to limited availability. For this reason, we do not accept applications for logistical reasons alone. Late applications will also not be considered. To avoid disappointment, plan your moving days well in advance and try to pack light.

iii. The nightly charge for staying outside of the Licence Agreement dates will be the nightly rate of the room grade. Vacation grants are available from the College (see Section 6, Undergraduate Finance). If vacation residency is granted, students may have to move to a room which may be outside the main site or may be a different grade to your term time room.

iv. Students who have exams or whose courses require them to stay longer in College, will be entitled to remain in College accommodation but **must complete the online Vacation Residency** form to ensure the accommodation team have the correct information. Students have permission to stay on the evening of their last examination and are required to vacate their room by **10.00am the following day**. Students with exams may also apply to stay an additional extra night for packing; however, this extra night will not be covered by your exam credits and will be charged at the nightly rate of your room grade. Students sitting exams **do not** need to apply for a vacation grant – battels will be credited automatically.

v. **PLEASE NOTE THAT - Late or retrospective applications will not be considered.**

**If in doubt, contact the Accommodation Team before making your own arrangements.**

## **2. GRADUATE ACCOMMODATION**

i. The College aims to provide one year's accommodation for most first-year graduates. Most graduate accommodation is near the College, the sports ground and MCR facilities, contributing greatly to the MCR's sense of community. All graduate students who are provided with College accommodation will be e-mailed in advance of their arrival with details of their accommodation allocation, instructions on paying rent and a licence agreement. Please note that rent, which is due on or before the first day of each month, is to be paid by regular payment from a UK bank account (commonly known as a "standing order"). Anyone unable to set up a regular payment will be required to pay their October rent to the Bursary as soon as possible after arrival. Students arriving before 1 October will need to pay for the period between arrival and 1 October separately.

ii. Graduates living in College accommodation must sign a licence agreement and set up a regular payment. Failure to do so will result in immediate withdrawal of IT facilities and possible further action by the College.

Occupation of accommodation, even before an agreement is signed, is taken to be consent by the student to pay rent and to abide by the terms of the agreement. Graduate licence agreements are 10 months long with a default departure date of 1<sup>st</sup> August. Students will have the opportunity to extend or reduce their licence terms by one calendar month to align with course dates.

iii. Rooms in College vary according to the size, age and appointment and are divided into six different grades. There are both ensuite rooms and rooms with shared bathrooms available. All Worcester College graduate accommodation has kitchen facilities. Details of the graduate buildings can be found on the College website [here](#) (please note that Worcester College does not have gender-segregated accommodation blocks).

iv. The College has a number of rooms which have ground floor access and are adapted to suit a range of accessibility requirements. In addition, the College can take requests for particular types of accommodation (e.g., en-suite) on medical, welfare, disability, or faith related grounds. Please see section 5.4 of the Handbook for further details.

### 3. GENERAL ACCOMMODATION INFORMATION

#### 3.1 What Students Should Bring with Them

i. Rooms are fully furnished. Students need to provide their own bedding (duvets, pillows, sheets, pillowcases, duvet covers and towels). Alternatively, bedding can be purchased online from [UniKitOut](#) and sent to the College in advance of your arrival. Should you choose to order from Uni Kit Out, use the discount code WORCOX10 at check out. Ensure your name and status (i.e., undergraduate or graduate student) are stated when ordering. The delivery address is Worcester College, Oxford, OX1 2HB and the bedding pack will be delivered to the College Lodge for you to collect when you arrive.

ii. Students may bring items to make them feel at home, however, bringing/buying your own furniture (e.g., additional couch/bed/easy chair) is not permitted for fire safety reasons. If you have any questions about what to bring, please contact the Accommodation Manager. Lit candles, burning incense, sandwich makers, toasters, microwaves, slow cookers, rice cookers, hot plates and grills are forbidden in student rooms (see Safety, section 11.6). Students are not permitted to bring/use mood lighting such as fairy lights, unless they are battery operated. Clothes horses/drying racks or airers for drying clothes are not permitted in student rooms. Please use the drying facilities in the shared laundry rooms. Undergraduate students are usually expected to clear all belongings from their kitchens **and** bedrooms at the end of every term, so **please pack accordingly**.

iii. Students must provide their own crockery, cutlery, glasses etc., and on no account should glasses or crockery be removed from the College dining hall or bar area for use in rooms. Students should bring normal domestic cleaning materials with them for their rooms, kitchens, and en-suite bathrooms, along with suitable cloths for individual use only. Students who do not have access to shared kitchens will be provided with a mini fridge in their room. Students with access to kitchen facilities may wish to bring some cooking equipment (e.g., pots and pans) with them. Some shared kitchens have dishwashers; households are expected to keep the machine clean and purchase appropriate dishwasher items (e.g., tablets, salt, rinse aid). Instructions for using appliances and cooking equipment can be found in shared kitchens.

iv. If students wish to watch television in their rooms, a TV licence must be obtained. As of 1 September 2016, you need to be covered by a TV Licence to download or watch BBC programmes on demand - including catch up TV - on BBC iPlayer. This applies to all devices, including a smart TV, desktop computer or

laptop, mobile phone, tablet, digital box, or games console. Even if you access BBC iPlayer through another provider, such as Sky, Virgin, Freeview, or BT, you must have a TV licence. Further information is available [here](#).

### **3.2 When You Arrive**

i. New students will receive their University card, commonly known as the Bod card, when they arrive at the University. The Bod card is used for access to libraries, computing services, College communal areas like the post room and bike sheds and some University buildings. It is also used to pay for meals in College.

ii. On arrival, any issues with your accommodation should immediately be reported to the relevant Helpdesk. Please see section 8.4 Helpdesks to ascertain which helpdesk to use depending on the issue. Check that all appliances, light fittings, and taps are in working order. It is your responsibility to report any damages or faults to the Maintenance or Housekeeping Team as soon as you discover them. Our Maintenance Team will do their best to resolve any issues promptly and students must give them access to bedrooms or kitchens to carry out their work.

### **3.3 Living in College**

i. Maintenance of fixtures and fittings in rooms

The College has a rolling programme of redecoration and maintenance. Pictures and posters should not be attached to walls; please use the pinboards provided. Individuals are responsible for their room and will be charged the cost of rectifying any damage caused to its contents and furnishings.

Any maintenance problems in rooms should be reported by submitting a ticket to the online Maintenance Helpdesk located on the College website. Once reported, you will be kept up to date on progress; all requests will be dealt with in order of priority. The Maintenance team may require access to your room from 8am onwards.

Members of the maintenance staff will not enter an occupied room if asked not to by the individual present, but they should normally be allowed in to carry out repairs during ordinary working hours. Advance notice will be given, whenever possible, of the need to access rooms. If you are under 18, you should make the maintenance team aware of this when you submit your ticket; they may ask you to leave your room while they carry out the maintenance work if necessary.

ii. Individuals who lock themselves out of their rooms may sign out a spare key from the Lodge, but this must be returned immediately. Lost keys should be reported to the Lodge. Replacement keys cost £35 and payment for new keys will be added to your battels.

iii. Pest Control

From time-to-time unwanted vermin and insects may be detected within buildings. We have pest control operatives contracted to Worcester College Accommodation to carry out preventative and reactive pest control. Pests thrive in areas where food remnants are present, therefore you should ensure that all food is sealed or stored in sealable boxes, food spillages are cleaned up immediately and cooking items and plates are cleaned after use. Should you detect any unwanted pests please inform the Accommodation Team as soon as possible. Any such reports will be passed on to the relevant contractor on the same day or on the first working day after the report if it is made out of hours. The contractor will respond within 48 hours.

### iii. Misuse of Rooms

If students do not abide by the conditions of the accommodation licence, misuse, cause damage to their rooms or shared kitchens, College furnishings, fixtures, fittings and/or decorations, or to any other College property, the full cost of repair or replacement may be recovered. The College is also entitled to recover the extra costs incurred in having rooms, kitchens or other areas cleaned because of students' actions, including being unable to regularly clean or failure at the end of term to leave accommodation (both personal and shared spaces) empty, clean and in a fit state.

A bedroom or kitchen requiring additional cleaning or disposal will incur a charge based on the time it takes to clean the room. These charges will be charged to your battels at an hourly rate of £15 for 2023/24. In cases where the College is unable to identify the individual/s responsible for any damage or cleaning requirements, the College can recover losses from all students sharing a kitchen or in the building/staircase. (See also the section on Kitchen Rules 11.9).

All incidents of breach of conditions, damage, or unacceptable standards of tidiness and/or cleanliness are initially dealt with by the Housekeeping Team. Any breach may be escalated to the Dean who determines whether there is a case for disciplinary action, which may include the imposition of community service or other sanction in addition to the College recovering the cost of repair or replacement.

Smoking and vaping/use of e-cigarettes in rooms is prohibited. The covering of smoke/heat detectors is extremely dangerous and therefore will be escalated to the Dean immediately and incur a charge for checking and retesting.

Any concerns about breaches of accommodation conditions can be made to the Accommodation Manager in the first instance at [accommodation@worc.ox.ac.uk](mailto:accommodation@worc.ox.ac.uk).

### iv. Possessions in Communal Areas

In the interests of fire safety, all students are reminded that they are not to leave personal effects in communal areas. Any such items will be removed and disposed of.

### v. Smoking/Vaping

The College operates a no smoking policy inside all its buildings. Smoking and vaping are permitted only in designated locations.

Further information about the Governing Body's policy on smoking, including information about the consequences of breaching the regulations, can be found in section 10 (Non-academic Rules and Regulations).

### vi. Utilities

All students make an equal contribution to charges for gas, electricity, water, and waste disposal across the site. Utility costs are included in rental fees. Students are not charged for the Scout service, this is complementary.

Instructions for use of heaters can be found in each accommodation block or obtained from the Maintenance Team by submitting a ticket.



xii. Universities UK Accommodation Code of Practice

Worcester College manages the College's facilities in accordance with the Universities UK Approved Code of Practice (<http://www.thesac.org.uk>). Details can also be found [here](#).

xiii. Pets

Students are not permitted to keep pets in College accommodation, and dogs are not normally permitted on College grounds. Service animals (e.g., Guide Dogs and other assistance dogs) are welcomed throughout the College site. If you will be bringing a service animal with you to College, please contact the Student Welfare Officer so that appropriate arrangements can be made.

### 3.4 Leaving at The End of Term

i. The College rents rooms for conference purposes during the vacations, which provides income that allows us to subsidise our food, accommodation, and other student charges. This means that undergraduates must fully vacate their accommodation at the end of each term, so **please pack accordingly**. Credits will not be given for early departures at the end of term or late arrivals at the beginning of term in accordance with Licence agreement dates. Students may only stay during vacation periods if granted Vacation Residency in advance by the Accommodation Team.

ii. At the end of each term rooms should be left empty and clean and in the same state as initially found. Any damage to furniture or the carpet should be quickly reported via the Helpdesks. Kitchens must also be left empty and in a clean and tidy state before departure. Fridges and freezers must also be emptied of **ALL** contents. Items left in rooms and kitchens over vacation periods will be **at your own risk**. These items will be removed and disposed of by the Housekeeping Team.

iii. Students **MUST** check-out and return their room key to the Lodge by **10am** on the day of departure, keys not returned within 24 hours of departure will be considered lost and the cost of a new key (£30) and fob (£5) will be added to your battels. If you do not have a room key, you are still expected to sign out at the Lodge.

iv. Storage at College is **only** offered to International Students (non-term time address outside UK or in Scotland and Northern Ireland) living in College accommodation. International students leaving for the vacation will be able to store up to four boxes (approx. 25" x 15" x 17") and a bag with bed linen. The International Storage process is run by the JCR International Rep in conjunction with the Accommodation Office. More information about this will be sent out closer to the end of each term.

For students who find themselves in difficulty with storage of belongings, there are external storage facilities or storage companies available such as [LoveSpace](#) who can collect and store your belongings in boxes during vacation periods. They are also able to arrange delivery to your home address if required.

## 4. HOUSEKEEPING

The Housekeeping Department (known as the team of Scouts) are responsible for all cleaning and waste management around College, including in student accommodation. This service is provided at no extra charge to all students to maintain the upkeep of College facilities. Should you need any advice or information regarding Housekeeping services, please contact [housekeeping@worc.ox.ac.uk](mailto:housekeeping@worc.ox.ac.uk) and a member of the team will be able to help you.

#### **4.1 What we do**

- i. On arrival, the Housekeeping team will ensure all student accommodation is in a clean and safe condition.
- ii. All communal areas (including kitchens, shared bathrooms, stairwells, and corridors) will be cleaned every weekday. Cleaning schedules are posted in all buildings and may change each term.
- iii. All student rooms will be cleaned once a week. This includes emptying bins and vacuuming floors. If you have an ensuite bathroom or private kitchen facilities, these will also be cleaned once a week. Toilet paper will be replenished during the Scouts' weekly visits.
- iv. During the Scouts' scheduled cleaning visits, inspections will be periodically carried out to maintain safety, upkeep, and reasonable standards of cleanliness. The Housekeeping Team will contact you if any issues are found during these inspections. Any maintenance issues will be reported directly to the Maintenance Department.
- v. The focus of the housekeeping team is to maintain the cleanliness of communal areas and bedrooms; however, it may not always be possible to uphold the normal service level standards when staff are on training courses, annual leave or absent due to illness. We will endeavour to maintain cleaning services in the event of any absences, and you will be notified if there is a change to the service.

#### **4.2 What we ask of you**

- i. For the Scouts to effectively carry out their work, we ask that students keep bedrooms and communal areas tidy and free of clutter. Maintaining a good standard of cleanliness and hygiene is important to your personal wellbeing while at College. It will also reduce the chances of spreading disease and infection caused by inadequate cleaning or incorrect food storage provisions.
- ii. We ask students to become familiar with the cleaning schedule for their accommodation so that rooms can be tidied in advance for Scouts to complete their work. Students are asked to be flexible and respectful of the Housekeeping Department in times of staff shortages.
- iii. In addition to the Scout service, students should regularly clean bedrooms and communal areas. We recommend that all students purchase some basic cleaning materials for their own personal use. Below you will find some tips to help you keep the accommodation clean and safe for other students and staff.

##### **Bathroom Cleaning Tips**

- Keep clutter to a minimum in shared bathrooms and store all toiletries in your bedroom. This will prevent dirt build up which will make the bathroom much easier to clean.
- Regularly clean all surfaces and remember to replace cleaning sponges often to kill germs and keep bathrooms sanitary.
- Flush the toilet after each use. Use toilet blocks that release cleaning agents into the bowl every time the toilet is flushed to keep toilets clean and fresh.
- Ensure the extractor fan is turned on during and directly after using the shower to help dry out the room and prevent mould.

##### **Kitchen Cleaning Tips**

- Follow the guidance on signage in kitchens asking students to work together to keep kitchens clean.
- Ensure sinks are clean and draining racks are clear of all plates/utensils after use.
- Keep surfaces tidy. All kitchen belongings should be stored neatly in cupboards when not in use.

- Sanitise surfaces before and after use. Always wipe up food spillages straight away.
- Regularly clear out fridges and food cupboards to remove any rotten food to the appropriate bin. Food should always be stored in sealed packaging to keep it fresh and secure.
- Students are responsible for the upkeep of dishwashers in shared kitchens. Rinse aid and salt will need to be bought from time to time to keep dishwashers running smoothly.
- Follow the guidelines for recycling and food waste bins. Overflowing bins can cause bad smells and unwanted pests. There are bin areas near all residential buildings to take out any rubbish bags when they become full.
- Do not allow bottles and cans to build up over the weekend, take them to the bulk recycling bins in a nearby bin area.

#### Bedroom Cleaning Tips

- Regularly sanitise high touch point areas e.g., light switches and door handles. (CAUTION: Do not spray sanitiser or liquids directly onto light switches as this may cause electric shocks.)
- Keep floors clear of belongings to minimise trip hazards and allow the Scouts to vacuum.
- If your bedroom bin is full, take it out to the communal bins in kitchens or outdoor bin areas.
- Any maintenance issues should be reported to the Maintenance Helpdesk ([maintenancehelpdesk@worc.ox.ac.uk](mailto:maintenancehelpdesk@worc.ox.ac.uk)) immediately to ensure all facilities are in proper working order.

## 5. HELPDESKS

If you encounter any issues during your time at College, your first port of call will be the Helpdesk System which can be found on the College Intranet. From here you can “Submit a ticket” to the relevant department. There is also a ‘Knowledgebase’ of answers to frequently asked questions.

Please refer to the table below to determine which Helpdesk to use depending on the issue. Submitting a ticket is the quickest way to have issues resolved as all members of each department are notified when tickets are submitted.

These helpdesks are monitored from Monday to Friday from 8am to 4pm, outside of these hours please contact the Lodge for any immediate issues.

### Maintenance

Responsible for the maintenance of the College's estate, including - electrical, plumbing, drainage, heating, decorating, glazing and mechanical locks.

### Housekeeping

Responsible for general housekeeping and upkeep of the College accommodation and communal areas, and waste management.

### Accommodation

Responsible for in-room furniture issues including beds and mattresses as well as accommodation licenses, vacation residences and co-ordinating room allocation.

### IT

Responsible for the Colleges computers and digital systems, including network connections, telephones, Wi-Fi, and audio visual.

## Fire & Security

Responsible for all College security & fire related issues. Including - lost keys, broken locks, fire extinguishers and blankets and ensuring fire exits are not blocked or damaged

## 6. LAUNDRY

There are seven launderettes in College, equipped with washers, driers, and ironing facilities. Students are responsible for all their own laundry, including sheets, towels, pillowcases, and duvet covers. The launderettes are in or near the Mitchell Building, the Sainsbury Building, the Linbury Building (in a room adjacent to the Morley Fletcher room), the Canal Building, and the Earl Building (located opposite Gloucester House). Additionally, graduates have a laundry in Franks Building. Occupants in Worcester House, Richmond Road and some Worcester Place properties have shared laundry facilities.

The washing machines are operated using a downloadable app (full instructions are in each laundry area). If you are unable to download the app, laundry cards can be requested by emailing the Accommodation team at [accommodation@worc.ox.ac.uk](mailto:accommodation@worc.ox.ac.uk). Instructions for adding money to cards are also clearly marked in the laundry rooms. A single wash or a dryer cycle costs approx. £1.65.

Students can check machine availability using **Circuit View**. Simply select which laundry room you would like to use to see which machines are free.

Always put irons and ironing boards back in place after use. There are baskets provided for any missing clothing items that are left behind. Please respect other students by keeping the shared laundries clean and tidy.

## 7. FOOD

Good value food is available from 0<sup>th</sup> to 9<sup>th</sup> Weeks inclusive. Options for breakfast, lunch and dinner are open daily. A new College Catering Guide will be published at the start of Michaelmas 2023.

Breakfast, lunch and dinner are not available out of term, but all graduate accommodation has kitchen facilities.

Whilst the College cannot guarantee to be able to accommodate all dietary requirements, we are used to dealing with food allergies and religious dietary requirements and will do our best to accommodate all reasonable requirements. Should you wish to discuss your needs further, please contact the Hospitality & Kitchen Team ([catering@worc.ox.ac.uk](mailto:catering@worc.ox.ac.uk)).

Students with queries should see the JCR Food & Bar Rep or MCR Accommodation & Food Rep. Any suggestions about any aspect of College food can also be made to the Rep.

The college operates a cashless payment system called Upay. Further information about this system is sent to new students before they arrive at the College and is also available on the College website.

Tickets for dining and guests are purchased online through the Student Meal Booking section of the College Website ([www.worc.ox.ac.uk](http://www.worc.ox.ac.uk)). Reservations close at 12 noon *the day before*. Students are only permitted to purchase a ticket for themselves and their external guests. Student prices are subsidized, but guests are charged at cost.

From time to time special guest night dinners, including some for parents, are arranged by the JCR or MCR Committee. You will be emailed details of these closer to the time. Please note that all guests dining must be over the age of 16. For rules governing college guests, see **Guests**, (section 10.4).

## 8. SECURITY AND INSURANCE

(i) As a sensible precaution against theft, it is essential that the doors to students' rooms are always locked when unoccupied. No personal property should be left unattended in public places.

(ii) Your access card is programmed to open most of the College's external gates/doors. It also provides access to the Law Library, the undergraduate computer room, the MCR, the main Library, the main front door, and the entrances to several accommodation blocks. Doors must be allowed to shut automatically, and not be wedged open. Any problems with locking and security mechanisms should be reported immediately to the Lodge.

(iii) The College has arranged basic insurance cover for all students living in College accommodation for up to £10,000 worth of possessions.

This insurance includes:

- Cover when students take their laptops and portable computer equipment out of their accommodation to university.
- Cover for theft of bicycles from the term time address and when locked to an immovable object at college or university.
- Cover for students who bring an emotional support pet to live with them in your accommodation.
- Cover for unintentional misplacement of items from the term time address or secure parcel storage designated by the student accommodation provider.

Full details of cover can be obtained from the Accommodation team at [accommodation@worc.ox.ac.uk](mailto:accommodation@worc.ox.ac.uk). Insurance fees are included in the accommodation charges. Please note that there is a claim limit of £2,000 on all e-devices, including computers and laptops. Additional personal cover can be added by contacting the insurance company, Endsleigh, directly.

(iv) College rooms are used for other College business, external business, and maintenance during the vacations. Wardrobes and drawers must be left empty: kitchens must also be cleared and cleaned. Overseas undergraduate students who are returning the following term may apply to store up to four boxes (approx. 25" x 15" x 17") and a bag with bed linen over the vacation. All items left must be clearly labelled with the student's name and contact details. Anything left in rooms, shared facilities or in College during vacations do is left **entirely at College Members' own risk**.

(v) As a sensible precaution against theft, it is essential that the doors to students' rooms are locked at all times when unoccupied. No personal property should be left unattended in public places.

(vi) Your access card is programmed to open most of the College's external gates/doors. It also provides access to the Law Library, the undergraduate computer room, the MCR, the main Library, the main front door, and the entrances to a number of accommodation blocks. Doors must be allowed to shut automatically, and not be wedged open. Any problems with locking and security mechanisms should be reported immediately to the Lodge.

(vii) The College has arranged basic insurance cover for all students living in College accommodation for up to £5,000 worth of possessions. Possessions are only covered whilst in College rooms. Full details of cover can be obtained from the Accommodation team at [accommodation@worc.ox.ac.uk](mailto:accommodation@worc.ox.ac.uk). There is an annual fee for this which is included in accommodation charges shown on battels statements. Please note that there is a claim limit of £2,000 on all e-devices, including computers and laptops. Bicycles are not covered. Cover can be increased and extended by contacting the insurance company, Endsleigh, directly.

(viii) Please be aware that the insurance does not cover parcels containing high-value items which are delivered to the Lodge. Students purchasing any such items, should arrange for adequate cover to be in place from the time when the item is despatched from the supplier until collection from the Lodge.

(ix) College rooms are used for other College business, external business and maintenance during the vacations. Wardrobes and drawers must be left empty: kitchens must also be cleared and cleaned. Overseas undergraduate students who are returning the following term may apply to store up to two items (suitcases and/or sealed boxes) over the vacation. All items left must be clearly labelled with the student's name and contact details. Anything left in rooms, shared facilities or in College during vacations do is left **entirely at College Members' own risk**.

## **9. BICYCLES, MOTORCYCLES AND CARS**

(i) Students wishing to cycle around Oxford can either bring a bicycle with them or buy/ hire a bicycle while in Oxford.

(ii) Bicycles left outside the front gates of College obstruct the pavement and are vulnerable to vandalism or theft at night. Bicycles should be left in the bicycle sheds opposite the College in Beaumont Street (the porter can provide access details or in the bicycle sheds – the Lodge can provide access details for sheds located at the Sainsbury Building, Earl Building, Worcester Cottage, and Beaumont Street areas. Bicycles should not otherwise be brought into College.

(iii) All bicycles must be registered by following a link on the college website at the start of the academic year, and clearly marked with an assigned College permit. Please note that a picture of your bike will be needed to complete the online form. Once registered, the Lodge will provide a sticker to attach to your bike by placing it in an envelope and then in your pigeonhole to collect. Any bicycles found on College premises without a valid permit will be removed. Bicycles should be taken home at the end of each academic year.

(iv) Bicycles may not be ridden inside the College or brought into the Main Quad and south side of the College.

(v) Students are advised to use a bicycle helmet and to ensure that they have properly working lights for use when it is dark. Students must make themselves aware of the Highway Code and ensure that they are following all of its legal provisions pertaining to cyclists.

(vi) Theft and vandalism of bicycles is common in Oxford. Students are therefore strongly advised to insure their bicycles, as the College cannot accept any responsibility for damage or loss. Students are advised to use locking devices, to have an identification number on the frame. The University's Security Services has good-quality D-locks available for staff and students at a discounted price. To purchase a lock, call the team on 01865 (2)72941. You should also security-mark your bike frame with your name and postcode and register it on the University Cycle Registration Scheme. This means you are far more likely to be reunited with your bike if it is recovered after being stolen. To register your bike, call University Security Services on 01865 (2)72944.

If your bike is stolen, Stolen Bikes UK provides a number of services to aid its recovery:

- Find that Bike pulls together adverts for second-hand bikes from various websites, including Gumtree and eBay, into one large searchable gallery. Victims of theft can set up an email alert if a bike matching their search is listed for sale.
- Check that Bike collates information from insurers, bike manufacturers and the police about recovered stolen bikes, and allows members of the public to check their bike frame number against the records held on the database.

(vii) There is a severe shortage of parking facilities in central Oxford, and parking is strictly controlled by the City Council. **The College offers no parking facilities for students** except where required as a reasonable adjustment on grounds of disability. Cars will be admitted into the College at the beginning and end of term only for the delivery/collection of personal belongings. Students wishing to do this will need to book a time-limited space; more information about this will be sent out before the start of term. Disabled students who are blue badge holders may be able to park in College if necessary. Please contact the Head of Welfare to discuss this.

Occupants of single graduate accommodation in some of the shared houses might be able to apply to Oxfordshire County Council for an on-street parking permit to park outside their college accommodation in some cases. Please note that not all properties are eligible for parking permits and other restrictions may apply. The Council may change its on-street parking regulations at any time. More details can be found at: <https://www.oxfordshire.gov.uk/residents/roads-and-transport/parking/parking-permits/resident-parking-permits>.

## 10. TELEPHONES

### University network Telephones

There are university network telephones in the Porters' Lodge and entrance to every building. These can be used to get through to other telephones on the university network at no cost.

## 11. POST

Student pigeon-holes, located in Staircase 15, Pump Quad, serve as mailboxes for both University and ordinary mail. For ordinary post, the address is simply **Worcester College, Oxford, OX1 2HB**. For University mail, the address is **Worcester College**. The University runs an efficient 'pigeon-post' service which delivers post to other Colleges, departments and University Offices. Correspondence can be dropped into the box provided in the Porters' Lodge; this is free of charge. There are restrictions to what you can send: for example, clothing, food or money will not be accepted by the services team. Ordinary post is collected from the Lodge daily at 5.00 p.m. (not Saturdays, Sundays or Bank Holidays). All official communications from the College and University will be sent to students' College pigeon-holes or will be emailed. **It is the responsibility of all students to check their pigeon-holes and their Worcester email account at least once a day.**

### Procedures for receipt of parcels

Please note that the College will, unless requested otherwise, take delivery of parcels, but cannot be held liable for any loss or damage to items received by post or courier, or whilst awaiting collection by the addressee. Parcels should be collected promptly. You will be emailed via the parcel system when an item is received by the lodge.



## **12. COLLEGE WEBSITE**

The college website address is <http://www.worc.ox.ac.uk>. The College Only section of the site contains information on welfare, academic matters, finances and domestic provision. Students are encouraged to refer to this on a regular basis. Any College-wide updates from the Accommodation team will also be posted here. Standard college forms are available for download. Students will need their Nexus365 username and password to access this section (this is assigned by the University's IT Services on arrival).

## **13. ENVIRONMENTAL POLICY**

The College is seeking to reduce its environmental impact through management of energy, water, food, waste, and purchasing. Progress in making the college more environmentally sustainable is monitored by the Joint Committee on Sustainability, which includes members of staff, the JCR and MCR Energy and Recycling Reps and interested students. The Committee welcomes input from all students. Students can contribute to the environmental performance of Worcester College in the following ways:

### **Energy**

By turning off lights and heating in common areas and bedrooms, when not in use and when leaving for the vacations, the College's carbon footprint can be reduced considerably. Computers should also be switched off when not in use.

### **Water**

Water conservation has significant environmental benefits to which students can contribute by taking shorter showers instead of baths where possible and using washing machines only for full loads.

### **Waste**

All college accommodation has recycling facilities; the vast majority of student waste can be either recycled or composted. Please consider how you will dispose of your items each term/year and donate to local charities where you can. College printers are set to print double-sided automatically, but it's still worth considering whether printing is absolutely necessary.

## 9. COLLEGE FACILITIES

### **1. THE LIBRARY**

The College Library consists of two main parts: the Upper Library (the modern library) and the Lower Library (the old library). There is also a separate Law Library, situated in the basement of staircase 5.

The Upper Library is at the top of the library staircase and consists of (i) the Franks Room, which contains the issue desk, the catalogues, desks for readers, and the reference and history sections, and (ii) the Murdoch Room, which is an open stack area, containing all the other subject sections. The Upper Library is open 24 hours a day. The Lower Library is the eighteenth-century reading room half-way up the library staircase. Members of College may study in it from 8.00 a.m. until midnight every day during term; it closes every weekend in the vacation. Please treat this historic room with care and respect.

To provide security for the Library, entry is by the access card. Readers should have their card with them at all times, and should ensure that the library doors always remain properly locked.

Demand for seats is frequently high, and in order to ensure the best use of space for the maximum number of students, seats cannot be reserved overnight. Readers are asked to clear their desks when they leave the Library for the day. Material should be taken away or placed in the open lockers in the Franks Room lobby; any library books required should be checked out or they will be re-shelved. The open lockers will be cleared at the end of each term in 10<sup>th</sup> week. Please do not bring sports kit and other bulky items into the Library. No responsibility can be taken for readers' private papers and possessions, and readers are advised not to leave money or valuables unattended.

The Library is catalogued onto SOLO: the union catalogue of all Oxford libraries (<http://solo.bodleian.ox.ac.uk>). There is a self-issue borrowing system. Readers will need their university cards in order to check out books.

The Library welcomes suggestions from readers for book purchases; there are forms to fill in on the issue desk

And an online form is also available on the Library website:

<https://www.worc.ox.ac.uk/intranet/students/college-library/library-book-request-form>

If you have any difficulties, queries or suggestions, please speak to the Library staff, who are there to help. If there is no-one available at the issue desk, please ring the bell on the door marked Librarian. Readers with disabilities are invited to make any special needs known to the Librarian in confidence. For those for whom access to the Library presents a problem, we can deliver books to pigeonholes or to the Lodge, and can collect books for return from the Lodge. Further information for readers with disabilities is available at <https://www.worc.ox.ac.uk/intranet/students/college-library/readers-disabilities>.

The rules of the Library are straightforward, and are listed below. The self-issue system works on trust, and it is to everyone's advantage if books are always checked out, as it makes for a more efficient Library service.

## Library Rules

- (i) The Library is for members of College only. Readers are asked not to bring friends into the Library. If you want to show family or friends round briefly, please ask a member of the Library staff for permission.
- (ii) Readers should make sure that the doors to the Upper and Lower Libraries and to the Law Library always remain properly locked.
- (iii) All books taken out of the Library must be checked out on the self-issue system.
- (iv) Readers may borrow up to 15 books at a time, or more if the Library staff have approved an increase.
- (v) Books from the Reference Section and any other book marked 'Confined to the Library' must not be taken out of the Library, unless special permission has been given by the Librarian.
- (vi) All books must be returned to the Library or renewed online at the beginning and end of term. Fines may be levied on overdue books. Replacement costs will be charged for lost books.
- (vii) Books are liable for recall after a week, and must be brought in at once if a recall notice has been received from the Librarian.
- (viii) Readers must not lend library books to any other person.
- (ix) It is forbidden to mark books with pencil or ink. Replacement costs will be charged for marked books.
- (x) Bottles of ink are not to be brought into the Library. If you need to refill a pen, please ask a member of the Library staff for ink.
- (xi) It is forbidden to smoke in the reading rooms or on the Library staircase or anywhere else in the Library building.
- (xii) Bottles of water with sports caps may be used in the Library, but otherwise eating and drinking are not allowed anywhere in the Library building, unless with special permission from the Librarian. Food and drink brought into the Library will be confiscated.
- (xiii) Please be quiet in the Library, and allow others to get on with their work.
- (xiv) Mobile phones are to be switched off in the Library reading rooms and in the Lower Library lobby.
- (xv) The Library computers are only to be used for academic purposes, not for email or Facebook. Priority must be given to readers wishing to consult the catalogue. Readers must not bring in their own software for installation on the Library computers, or interfere with the Library computers in any way.
- (xvi) Desks may not be reserved overnight. Readers are asked to clear their desks when they leave the Library for the day.
- (xvii) No responsibility can be taken for readers' private papers and possessions. You are advised not to leave money or valuables unattended. Please do not bring sports kit and other bulky items into the Library.
- (xviii) Readers should read the Health and Safety notices in the reading rooms, noting the closed times for cleaning.

Please note that writing on the desks or walls is totally unacceptable. The College regards vandalism as a serious matter, and all instances will be reported to the Dean.

## **Other Libraries**

The libraries of other Colleges are not accessible to members of Worcester College, except under special circumstances when a book is not held by any other library in Oxford. In such cases, application must be made to the Librarian of the particular College for permission to consult that book; telephone or email **before** going to the Library. Consult the pamphlet *A guide to Libraries in Oxford*, or the libraries section of the Oxford University home page, on how to gain access to Faculty and Departmental libraries.

## 2. IT FACILITIES

### Computer Rooms

The college has two computer rooms, one for use by the JCR which is located in the basement of Staircase 4 and one for use by the MCR which is located upstairs in the MCR building. Both rooms are accessed by means of your University card. There are also a number of computer terminals for general use in the Franks Library.

The computers in these rooms have Microsoft Office and will allow you to access your e-mail and print documents. Provision of specialist software is the responsibility of the department and therefore usually provided through the means of Department computer labs. Students who wish to request additional software to support their academic study be made available in college should contact their Computing Rep and ask for this to be referred to the College's IT Committee which meets termly. Students can also contact the Learning Development Officer if they require specific software for their course.

Students should use their Oxford single sign on (SSO) username, usually in the form worc0000, to access these and other computers around college. Your SSO username and password is issued by the University and will be used to access e-mail, library services, etc. If you forget your SSO password you can reset it at <https://webauth.ox.ac.uk/>.

### E-mail

Every member of the University is given a username and email address on the University's central email system, known as Nexus365 (based on Office365). Your quota on Nexus365 will be 50GB. College e-mail addresses are in the format [preferredname.lastname@worc.ox.ac.uk](mailto:preferredname.lastname@worc.ox.ac.uk) Graduate members and academic staff may have at least one additional department e-mail address in the format [preferredname.lastname@dept.ox.ac.uk](mailto:preferredname.lastname@dept.ox.ac.uk) these usually go to the same mailbox, but some departments and colleges run their own separate e-mail system.

E-mails can be checked by navigating to <https://www.office.com> with a web-browser. For instructions on how to configure your e-mail account on other clients (Outlook, phones, etc) see <http://help.it.ox.ac.uk/nexus365/index>.

Students are required to check their e-mail accounts regularly (at least daily in term time) as important information is usually distributed by e-mail.

### IT Provision in Rooms

Most study bedrooms within the college have an ethernet network port which will enable you to connect a desktop or laptop to the college network.

Computers connected to the college network must be running a supported operating system and have up-to-date anti-virus software. Students of the university are able to download Sophos anti-virus for no cost from <http://help.it.ox.ac.uk/viruses/>. Upon connection to the network you will need to agree to the acceptable use policy and allow your machine to be scanned for the presence of anti-virus software.

The College reserves the right to disconnect students whose computers are suspected of having viruses or which are causing operational problems to the network.

Students are strongly advised to secure high value computer equipment especially laptops with a

Kensington lock or similar physical security device, available from any number of shops both online and in Oxford.

### **Wi-Fi**

There is wireless coverage in all college buildings, including student accommodation; students can use the Eduroam network, but the College-specific wi-fi network 'WC-WiFi' may prove more reliable and faster. To log on to this, use the credentials which were emailed to you in the month before you started at Oxford, though you can ask the IT department to issue you a new code if you've forgotten yours.

Eduroam is a worldwide academic network; you will find it available in most Oxford university colleges, departments and libraries. To use it you will need to have set your Remote Access password (sometimes called a Eduroam or VPN password). You can do this by visiting <https://register.it.ox.ac.uk/self/index>. For more information and instructions on setting up Eduroam visit <http://help.it.ox.ac.uk/network/wireless/services/eduroam/>.

Students must use only the College provided Wi-Fi and must not run their own Wi-Fi networks or hotspots.

### **Backups**

It is a student's responsibility to save and backup their work regularly. The college has no mechanism to backup work held on a student's own computer; work saved to your home drive on a college computer will be backed up nightly but only a limited number of versions are kept. Students are reminded that USB memory sticks and portable hard disks can and do fail, therefore they should not be relied upon to hold the only copy of any important document.

### **Problems**

Your first point of contact if you need IT help should be either your JCR/MCR IT rep who should be able to advise you who is best placed to help. Alternatively, you can contact the College IT department helpdesk by e-mail on [ithelpdesk@worc.ox.ac.uk](mailto:ithelpdesk@worc.ox.ac.uk).

The College employs a small IT team consisting of an IT Manager (Hamayun Minhas) and IT Officers. Their office can be found in the Besse Building, opposite the main Bursary offices. Support hours for students are 2:15pm – 5pm. Outside these times students may be asked to wait or come back another time.

Should your computer break during your time in Oxford, there are a number of local firms who can offer assistance. For Apple devices Western Computers on Gloucester Green is the closest authorised service agent, alternatively there is an Apple store in the Oracle shopping centre in Reading. For windows devices we have had good experiences with Computer Assistance in Cowley (<https://computerassistance.co.uk/>). The college IT department is usually unable to repair hardware problems on privately owned student equipment.

### **Software**

Oxford University students are eligible to purchase some software products at substantial discounts, for more information see <http://www.it.ox.ac.uk/want/shop> and <http://help.it.ox.ac.uk/sls/msl/index> and several software items for which the central university holds a site-wide license may be downloaded from IT Services at [www.register.it.ox.ac.uk/self/software](http://www.register.it.ox.ac.uk/self/software)

## **Training**

University IT Services run a large number of useful courses which are available to any member of the university at a low cost. Further details can be found at <https://www.it.ox.ac.uk/it-training>.

## **Use of Computers**

All use of college computers and network connections (both wired and wireless) is covered by the College Computing Rules & Regulations a copy of which can be found in section 10.8 of this handbook. Additionally users connecting to the network agree to be bound by the rules, regulations and acceptable user policies imposed by the central University and JISC. Copies can be found at <https://governance.admin.ox.ac.uk/legislation/it-regulations-1-of-2002> and <https://community.jisc.ac.uk/library/acceptable-use-policy>.

Students must not use the university provided internet connection to commit copyright violations. Examples include but are not limited to downloading or uploading films, music or software without the right holder's permission. The university regularly receive "cease & desist" notices from rights holders which they are obliged to follow up. Students who are found to have committed a copyright violation will be fined and referred to the Dean for possible further action.

## **3. THE LODGE**

The Lodge is situated at the College entrance and is staffed 24 hours a day, seven days a week by the Porters. They can be contacted by telephone on 01865 (2)78300 or email on [lodge@worc.ox.ac.uk](mailto:lodge@worc.ox.ac.uk).

The Porters sort the College post, answer queries and respond to alarms. They also have a general responsibility for the security of the College and can refuse entry to strangers: visitors and guests must therefore make themselves known to the duty porter when they arrive. Students who have locked themselves out of their room may obtain a spare key from the Lodge or sign out a temporary card if their Bod Cad has been misplaced. The key must be returned immediately once access has been regained and the temporary card as soon as possible once the Bod Card has been found.

The Porters' Lodge is where students can find lost property, hand in found property, collect keys to bookable meeting rooms and seek general signposting. It is also where they can find outgoing pigeon post and Royal Mail, bicycle stickers, a first aid kit with defibrillator and an internal phone.

## **4. CHAPEL**

The Chapel, which was completed in 1791 and redecorated by William Burges in 1864, is a beautiful and tranquil space in the centre of College which anyone can use for quiet reflection. It is open 24 hours a day, 7 days a week.

In Chapel, you can be still with your own thoughts, you can light a candle as an offering for others, you can write a prayer that people will see on our prayer board, and you can join in the ongoing worship life of our whole community.

All are welcome to attend Chapel services: members of any religion or of none, members of Worcester or not. Every weekday in term time there are morning prayers at 0815, and there are choral evening services on Sundays, Mondays, Tuesdays, and Thursdays at 1800 with a quiet Compline service sung on Wednesdays at 2100. Our services are broadly Church of England in nature and draw on that rich inheritance in language and

music. These offer a strong appeal for anyone who has ever felt the need to sit and take a moment with eternity. If you have never experienced this type of worship, Worcester Chapel offers you this gift.

The Chapel is also home to a varied and dynamic programme of concerts and other events throughout the year, involving College members and visits from exciting speakers and talented professional musicians. At the beginning of each term, look out for the Chapel termcard which gives details of everything that will happen.

### **Chaplaincy Team**

The Chaplain (**the Revd Marcus Green**) is available to all members of College for conversation, guidance, or just a listening ear. He leads the Chapel community in its regular worship, which is likewise open to everyone regardless of their religious affiliation or experience. As Chaplain, he also supports other faith-based activities in College including use of the Multi-Faith Prayer Room and the Woodroffe Society discussion group. He is supported by the Assistant Chaplain (**the Revd Dr Matthew Salisbury**).

The Director of College Music (Caius Lee) leads the College Choir in its programme of services, concerts, and other activities. They also facilitate all aspects of practical music-making in the College, promoting an environment in which a breadth of musical styles and genres can flourish and reflecting the interests of the diverse College community.

### **Choir**

In addition to singing our four choral services every week in Chapel, the College Choir also performs at concerts and other events in Oxford and elsewhere, serving as ambassadors of Worcester. Alto, tenor, and bass choral scholars are joined alternately by adult soprano choral scholars and boy trebles in our services. The Organ Scholars assist the Director of College Music in accompanying and directing the Choir. Admission to the Choir is by audition: we welcome all who are interested to contact the Director of College Music in the first instance for an informal conversation.

### **Christian Union and CathSoc**

Worcester has a large and active CU, which organises its own events as part of the OICCU (Oxford Inter-Collegiate Christian Union) and contributes to the worship life of the Chapel. The CathSoc rep organises a termly Catholic Mass in Worcester. Details of who to contact about the CU or CathSoc are on the Chapel term card.

### **The Woodroffe Society**

This open, non-judgemental, and frank lunchtime discussion group meets to discuss all kinds of issues related to faith, philosophy, and ethics. Details of its events will be published each term. There is also a termly dinner with an invited speaker to which the whole of College is invited. We also encourage further Chapel discussion groups, Bible study groups, and other activities that members may be interested in.

## **5. MULTI-FAITH PRAYER ROOM AND LINKS**

The Multi-Faith Prayer Room is available for all members of College to use as they wish for any form of prayer, reflection, meditation or as a quiet space. The key can be collected from the porters' lodge by any member of College at any time. In order to show respect to others who may be using this space, we ask that



everyone might keep the prayer room a clean, tidy, and welcoming place, removing shoes on entering and ensuring any materials are taken away on leaving.

Worcester College is a broad and inclusive family. There are student societies for many different religious groups – you can find the contact details here: <https://edu.admin.ox.ac.uk/faith-societies>.

## Contacts

Further information about the history of the Chapel, contact details, etc. can be found at <http://worcesterchapel.org/>. You can also follow Chapel events on Facebook and Twitter: [www.facebook.com/WorcCollChoirs](https://www.facebook.com/WorcCollChoirs) and @WorcCollChoirs.

## 6. MUSIC

The College has dedicated music practice space and students can book practice time. The College has a grand piano available for use in the Memorial Room, and also one in the Dance Studio. Students other than Music students or choral/instrumental scholars must obtain approval before being allowed to use these pianos: email [roombookings@worc.ox.ac.uk](mailto:roombookings@worc.ox.ac.uk) for details. The piano in the Morley Fletcher Room can be played by any College member. Sometimes the Chapel can be used for small rehearsals: please contact the Chaplain for information. Please see Section 11.2 of the Handbook for more information about room bookings, particularly with reference to changing public health guidelines from the Government.

## 7. SPORTING FACILITIES

The College has extensive sports grounds, which are used for many sports including, in the winter, rugby, football and hockey, and in the summer, cricket and tennis. Tennis courts can be booked on the college website. The College also has a gym. **Before use of the gym students must arrange to receive an induction session.** A number of these sessions will be offered early in the Michaelmas Term, and a further one, if necessary, in Hilary Term. Organised team games are not permitted before 1.00 p.m. on weekdays as these can cause noise disturbance (see also section 10, Non-Academic Rules and Regulations). The Dance Studio in the Sultan Nazrin Shah Centre can be booked for dance practice during term-time by emailing [roombookings@worc.ox.ac.uk](mailto:roombookings@worc.ox.ac.uk).

The College has no insurance policy for sporting injuries to students, and individuals concerned about this should arrange their own cover.

## 8. GUEST ROOMS

If there is available space, guests may be booked into one of the College guest rooms for up to 3 nights. Please see the Visiting section of the college website for more details and bookings. (For rules on guests, see section 11.4).

## 9. THE CELLAR BAR

- (i) The main College bar is located in the Pump Quad.
- (ii) If you have any suggestions about any aspect of the bar, see the JCR/MCR Food and Bar Rep.
- (iii) The College runs the bar according to normal licensing rules. For the continuing enjoyment of all, it is important for all users to be respectful of the community around them. It is strictly forbidden for

members of College who are under the age of 18 to consume alcohol on the premises, or for others to purchase alcohol for them to consume.

- (iv) Please use University cards enabled on the College's Upay system or credit/debit cards for purchases.

### 10. DATA PROTECTION

The College will collect and use information about you in accordance with the principles set out in the College's Student Data Privacy Notice at <http://www.worc.ox.ac.uk/about/policies-and-procedures/privacy-gdpr>.

We may need to update this notice from time to time, for example if the law or regulatory requirements change, or to make Worcester College or the University's operations and procedures more efficient. If the change is material, we will give you not less than two months' notice of the change so that you can decide whether to exercise your rights, if appropriate, before the change comes into effect. We will notify you of the change by email and via the student intranet.

## **11. NON- ACADEMIC COLLEGE RULES & REGULATIONS**

The College is an academic community, and like all communities, we have rules in place to make sure that each member of our community is as inclusive, fair and happy as possible. The formal rules of our College community are set out below; if students do not abide by them, they could be subject to a disciplinary process. Disciplinary action may range from a verbal warning, through community service, to suspension or expulsion in very serious cases. Most disciplinary actions involve a period of community service.

Junior Members must follow the rules and policies outlined in this section and elsewhere in this handbook. They also have a general responsibility not to bring the College into disrepute by their actions, and to do their best to make the College an inclusive environment for all members of our community.

### **1. NON-ACADEMIC DISCIPLINE**

- (i) Junior Members must co-operate with reasonable disciplinary instructions issued by one of the Porters, a departmental manager, a Junior Dean, the Assistant Dean, the Head of Student Welfare, the Dean, or member of College staff. Junior Members must identify themselves and their guests when asked to do so.

The Dean is responsible for discipline in College, assisted by the Head of Student Welfare, the Assistant Dean and the Junior Deans. Students with complaints to make about someone's behaviour, should see one of these individuals, or the Academic Administrator, who is the College's harassment advisor. . The Assistant Dean and Junior Deans live in College, and in the absence of the Dean have their full authority. Complaints will be dealt with in confidence and no action will be taken without the consent of the complainant, unless there is the risk of immediate harm to self or others, or in a situation where it would be unsafe or unlawful to keep the information disclosed confidential.

The Dean may impose sanctions on students who fail to comply with College rules and regulations. The College's Student Disciplinary Policy can be found on the College website at [this link](#). If an allegation of misconduct is made against a student, the Dean will investigate, including an opportunity for the student to present their version of events and any mitigating factors. If the Dean determines that misconduct has taken place, they will then determine what if any sanction to impose. Sanctions can range from a verbal warning to, for serious misconduct, removal from College facilities or expulsion from the College. Full details can be found in the policy. If a student is dissatisfied with the Dean's decision on a disciplinary issue, they have an automatic right of appeal to a Disciplinary Committee. The procedure for this is outlined in the policy. For serious sanctions involving suspension or expulsion from College, a student who is dissatisfied with the outcome of a Disciplinary Committee appeal has the right of further appeal to the Conference of Colleges Appeal Tribunal, which is independent of the College. A student who is dissatisfied with the outcome of an appeal to the Conference of Colleges Appeal Tribunal (for serious sanctions) or a Disciplinary Committee (for other sanctions) also has the right to complain to the Office of the Independent Adjudicator for Higher Education. Details on all of this can be found in the Student Disciplinary Policy.

### **2. USE OF PUBLIC ROOMS, PARTIES, FUNCTIONS**

- (i) No more than 8 persons are allowed in college bedrooms. It should be borne in mind, however, that gatherings of fewer than 9 persons may still generate unacceptable amounts of noise and so may be asked to disperse.

- (ii) Social gatherings in kitchens or other spaces which contravene the college's rules on noise, damage or disruption of others are prohibited. Porters and other college staff have absolute discretion to decide whether such a gathering should be brought to a close. Serious or persistent contraventions will be reported to the Dean.
- (iii) Students wishing to host parties or functions may book public college rooms. These rooms include the Sainsbury Building Common Room and the Morley Fletcher Room (for parties), The Sultan Nazrin Shah Centre rooms, Staircase 5 Lecture Room and the Memorial Room for other meetings/events. Students should visit the "Room Bookings" section on the College website to find out how to send a room booking request, and agree to abide by the stated room booking conditions.

Costs arising from damage or cleaning in the case of irresponsible or negligent use of the room will be charged to the student immediately. Room bookings must be completed well in advance to avoid disappointment. Details of room bookings can be found on the college website at <https://www.worc.ox.ac.uk/intranet/students/room-bookings>.

- (iv) Special functions involving several, inter-related events, e.g. Arts Week, require more detailed planning, and the advice of the Assistant Dean should be sought at the earliest opportunity.
- (v) Social events/parties may not be permitted during exam periods (usually 6<sup>th</sup> Week of Hilary until the end of Trinity).
- (vi) The College has dedicated music practice space and students can book practice time.
- (vii) Functions in the Cellar Bar, Hall, MCR and JCR must be agreed with the Assistant Dean in principle, and then with the relevant departmental Manager. In the case of the Gardens, permission from the Garden Master must be sought.
- (viii) Sleeping in any public room/space is not permitted.

### 3. NOISE

- (i) Although the College site is large, student rooms are grouped closely together, therefore it is essential that noise is kept within reasonable limits. It should always be possible for others to work in their own rooms without their concentration being disturbed. At night everyone should be able to sleep without disturbance.
- (ii) It is equally important to be good neighbours to the private houses which surround our site. It is easy to forget, especially in the summer, that modern amplification equipment is powerful. Music coming through open windows can be a nuisance; open-air gatherings near the cricket pavilion or the Sainsbury Building terraces can produce complaints to the Environmental Health Department. Anyone considering organising a college event in the gardens featuring any kind of sound system or amplification should contact [roombookings@worc.ox.ac.uk](mailto:roombookings@worc.ox.ac.uk). Some events require authorization from the Council well in advance, and to notify nearby residents of the nature and duration of the event.
- (iii) Musical instruments and audio-equipment may be played only during 'Music Hours' within members' own rooms. At no time should the playing of musical instruments or electrical equipment (including radios and televisions) cause disturbance to other members of the College. 'Music Hours' are 12.00 p.m. – 5.00 p.m. and 7.00 p.m. – 10.00 p.m. in term time.

- (iv) The College has dedicated music practice space and students can book practice time.
- (v) Disturbance is not only caused by music, but by shouted conversations across the Quad, by rowdy behaviour, by the use of mobile phones, and by students slamming doors, especially when returning to College late at night.
- (vi) Any complaint about noise should be made initially to the person responsible, if possible. If this is not appropriate or fails to resolve the problem, then the duty Porter (Lodge: 78300) should be contacted. Alternatively, the Junior Dean, the Assistant Dean, the Student Welfare Officer or Dean may be contacted. Action may be taken against anyone who is persistently responsible for excessive noise.

#### **4. GUESTS**

Up to 4 guests per host are welcome. However, the host is responsible for the following:

- Guest behaviour whilst in College and whilst leaving College grounds
- Accompanying guests in all public areas including the Hall and Bar
- Ensuring guests leave at the end of the event (by 12 midnight at the latest), and complying with any request to leave
- *Junior members may have one overnight guest in their rooms at a time, on the condition that this does not disturb their neighbours or have an unreasonable impact on their neighbours' use of shared facilities, such as bathrooms and kitchens. In any fourteen-day period, junior members are allowed an overnight guest on no more than three nights. It is not permitted that a junior member has a permanent or semi-permanent live-in guest. For reasons of fire safety, the guest must sign in at the Lodge in the presence of the host and the junior member is responsible for the guest at all times.*

#### **5. COLLEGE GROUNDS AND GARDENS**

- (i) Students are not allowed to sit or walk on the grass in the Main Quad or the banks which surround it, or to climb any trees. The gardens in front of the Nuffield Building are for students and, in the afternoons, members of the public, to walk and relax in. No ball games or similar (e.g. frisbees) are allowed there. Any breach of this rule will be reported to the Dean.
- (ii) The lake in the College grounds is variable in depth and for safety reasons entering, boating on, or attempting to swim in the lake is strictly forbidden.
- (iii) All games are restricted to the sports ground beyond the lake, where you will find a cricket pitch, football pitches, hard and grass tennis courts, and netball and basketball courts. A multi-gym is located close to the Earl Building. Organised team games are not permitted before 1.00 p.m. on weekdays as these can cause noise disturbance.
- (iv) Moderate post-examination celebrations are permitted in the College gardens, providing that they do not cause a disturbance. On no account should noxious substances be used and all litter must be removed afterwards. Care should be taken to avoid damage to plants and trees.

- (v) Groups gathered in the grounds should be considerate of the fact that others may be working nearby, and noise should be kept at an appropriate level. Musical instruments should not be played outdoors (except as a part of an approved activity). Barbeques are permitted only with the permission of the Assistant Dean and are restricted to the Sainsbury Common Room patio area, where there are designated barbeque pits.
- (vi) Litter must not be left anywhere on College premises.
- (vii) Alcohol must not be consumed on the sports pitches.
- (viii) The overnight watering system recycles water from the lake. This water is not purified therefore students should not go in this water.

## 6. SAFETY

- (i) The College is responsible for the health and safety of its members and employees. The Head of Works is the College Health and Safety Officer and there is a committee which monitors these matters.
- (ii) All members of College are responsible for their own safety and that of others.
- (iii) Incidents which are hazardous, or likely to become so, should be reported immediately to the Lodge and entered in the Near Miss Book.
- (iv) Details of any accident must be reported to the Lodge and entered in the Accident Book.
- (v) Cooking in rooms is not allowed.
- (vi) Firearms and fireworks may not be brought into College.
- (vii) It is forbidden to climb on roofs and walls of buildings. It is also forbidden to use walkways that are accessed via windows or fire escapes except in an emergency.
- (viii) Junior Members must produce evidence of their ability to swim before taking part in Boat Club activities; the Boat Club officers are responsible for making sure this requirement is fulfilled.
- (ix) Punting is also potentially dangerous; almost every year there are accidents in Oxford. Junior Members are strongly advised to ensure that they and all members of punting parties are competent swimmers. Most punting accidents are connected with over-consumption of alcohol or disregard for the swollen state of the river after heavy rain.
- (x) Junior Members must ensure that any portable electrical equipment brought into the College is safe and maintained in a safe condition. No additional apparatus other than a computer, printer, razor, hair drier, stereo or TV is permitted in any room without requesting this via the Accommodation Team ([accommodation@worc.ox.ac.uk](mailto:accommodation@worc.ox.ac.uk)). The flexes of existing ceiling or reading lamps may not be lengthened by additional flex, nor may the electric points be tampered with in any way. Below is outlined the College safety policy for electrical appliances.



## **College Safety Policy for Electrical Equipment**

Any portable appliances brought into College must be PAT tested. Portable Appliance Testing is completed by our on-site Electrician at the start of each academic year. If in any doubt, please request assistance via the Maintenance Helpdesk on the College website.

For overseas students, please note that the voltage supplied in College rooms is 220v–240v or 115/230v in 2 pin shaver points. Electric sockets take square 3 pin plugs. Please check the voltage of your appliance before using it. Take care not to overload extension leads.

Any equipment which becomes unsafe is not to be used and should be removed from the College. If any electrical equipment in your room is found to be unsafe, the College will notify you of this fact and will make arrangements for dealing with it in accordance with the degree of risk it poses. It may be labelled as unsafe, you may be instructed to remove it or, in extreme cases (for example, if there is a risk of fire or electrocution), it may be removed for safe keeping or disposal.

Junior Members are responsible for maintaining a reasonably safe environment for the College's employees who may have to enter their room e.g. ensuring that cables to personal electrical equipment are safe and cannot cause a trip hazard.

## **7. FIRE PRECAUTIONS AND SAFETY**

- (i) The consequences of a serious fire in College accommodation could be catastrophic. Notwithstanding the precautions taken, vigilance on the part of all college members is essential. The College will provide all new students with information about fire safety on arrival and termly fire drills will be carried out.
- (ii) All members must familiarise themselves with the emergency procedures in case of fire, and with their escape routes. This is particularly important for those living on staircases , 21, 22 and 23, where fire escape routes are upwards, onto the roof, and then down via the adjacent staircase.

There is an open walkway along the top of the Staircase between staircase 21-23, which act as fire exits.

- (iii) Fire alarms are tested weekly. Students are required to comply with any fire drills and should be aware of the location of fire exits, and respond promptly to fire alarms, evacuating the building by the prescribed route in a calm and orderly way. When the alarm sounds, please exit the building and report to the specified assembly point. Do not collect personal belongings. Do not use lifts. Do not attempt to reset fire alarms.
- (iv) Tampering with any fire precautions or fire-fighting equipment, including smoke detectors, is a criminal offence. In addition, the Dean will take internal disciplinary action against any offenders.
  - Do not cover smoke detectors;
  - Do not move fire extinguishers;
  - Do not use fire extinguishers to prop open any doors;
  - Do not tamper with fire extinguishers or fire call points;
  - Do not wedge Fire Doors open;
  - Do not tamper with locks/bolts on fire exits;
  - Do not cook food in your bedroom;
  - No smoking in any College building.

- (v) Lighted candles, burning incense, microwaves, sandwich makers, ovens, cookers and grills, or similar, are forbidden in student rooms.
- (vi) Firearms and fireworks may not be brought into College.

## 8. USE OF IT

*(See also Section 9.2, Computing Facilities)*

All students are encouraged to use the facilities provided by the College and the University. These facilities are intended for academic and academic-related purposes, but a certain amount of private use is acceptable.

The College's Information Security Policy can be found here:

[https://www.worc.ox.ac.uk/sites/default/files/information\\_security\\_policy\\_v.1.2\\_may\\_2023\\_approved.pdf](https://www.worc.ox.ac.uk/sites/default/files/information_security_policy_v.1.2_may_2023_approved.pdf)

There are rules governing the use of the computing system (see <https://governance.admin.ox.ac.uk/legislation/it-regulations-1-of-2002>). The College and the University take misuse of these facilities very seriously. A student's network service may be immediately terminated while investigations are conducted if a breach of the rules is suspected which may pose a security threat to the College's network. If substantiated, users may be required to see the Dean before their network connection is restored. Other action may also be taken in line with the Acceptable Use Policy which all students are required to agree to before accessing College IT facilities.

### Governing Body Policy on Computer Use

Network and Internet services must not be abused and are provided for justifiable academic purposes. Students should be aware that misuse of the network is taken seriously and downloading certain material is against the University regulations and, in some cases, the law. Every year several dozen students across the University face disciplinary action (including suspension) for offences that breach the University's 'acceptable use' policy. The College and University monitor Internet usage. In cases of abuse, internet connections may be withdrawn and students may face harsher penalties. The College may bill students for the actual costs incurred if their Internet use is excessive and cannot be justified on academic grounds. Students must not:

- (i) Deliberately misuse other people's accounts, including corruption or destruction of other users' data.
- (ii) Send nuisance messages, disrupt the work of others or violate others' privacy.
- (iii) Use College or University facilities for commercial gain without prior authorisation.
- (iv) Waste staff effort or computing resources by accessing improper or inappropriate material from the Internet, or otherwise use the network in such a way that denies service to other users. Students who have a legitimate academic need to perform a task that may impinge on other users, must contact the IT Manager to obtain prior permission.
- (v) Display offensive material on web-pages.
- (vi) Continue to use an item of networking software or hardware after the College has requested that use cease because it is causing disruption.
- (vii) Misuse the College network or networked resources in other ways, for example by introducing viruses.
- (viii) Bypass security rules on the network, which are in place to ensure that **all** users have an adequate level of access to this resource, and which help protect against viruses and other forms of attack. Students who believe they have a legitimate academic need to use the network in a manner that is prevented by College security rules, must make a request to the Chair of the Computing Committee via the IT Manager to discuss it.
- (ix) Connect network devices to the College network. Only desktop computers, laptops and game consoles may be physically connected. All other physical devices such as wireless access points, switches and

routers are expressly forbidden because incorrectly configured network devices can result in network failure.

- (x) Download or trade pirated software or copyrighted material. This is illegal and can also easily introduce viruses.
- (xi) Use peer-to-peer (P2P) software. Access pornography or download large files for personal use.

The College requires any website that purports to be an “official” site associated with Worcester College to be hosted by the College. The College will host responsibly-run websites of College societies on condition that:

- (i) The site contains no stolen, unlawful, offensive or defamatory content, and is kept up-to-date.
- (ii) The site is consistent with the Worcester College Acceptable Use Policy.
- (iii) The site conforms to the University Regulations (see <https://governance.admin.ox.ac.uk/legislation>, specifically “University Discipline: Use of Information Technology Facilities”)
- (iv) Separate content, not appropriate for public viewing, is restricted to an area only accessible by members of Worcester College. Material which is only of interest to College members is one example that would need to be stored in a restricted “College Members only” area. The Computing Department will provide a mechanism for controlling access to the restricted area.

Club members wishing to host an “official” website within College should contact the IT Manager ([computing.manager@worc.ox.ac.uk](mailto:computing.manager@worc.ox.ac.uk)) in the first instance. The College treats site-hosting as a privilege it offers in return for responsible use and reserves the right to withdraw the privilege at any time if the Dean or his deputies judge it expedient to do so. The College also reserves the right to withdraw the service as required from time to time to undertake maintenance or to ensure the integrity of the network.

## **9. KITCHEN RULES**

Shared kitchens are an important aspect of social life in Worcester College. It is important that kitchens are kept clean, tidy and in good repair, and that waste is disposed of promptly to avoid creating a hazard or attracting vermin.

If a kitchen is left in an unacceptable state, or if students refuse to deal with mess or hazards when asked to by members of the Housekeeping team, the Dean Team will meet with household members to discuss the issue. Recurrent or persistent problems with kitchens will be dealt with under the Student Disciplinary Policy, and in extreme cases may lead to students’ being required to leave College accommodation.

## **10. GOVERNING BODY POLICY ON SMOKING**

Smoking is permitted only in designated locations.

Students found in breach of these regulations will be fined £15 for the first offence (suspended), £25 for the second offence (triggering payment of the first), and £50 for the third offence. The fourth offence will result in exclusion from College-owned accommodation and/or complete exclusion from all College premises.

Complaints about breaches of this regulation can be made, in confidence, to Health and Safety colleagues via [assistant.bursar@worc.ox.ac.uk](mailto:assistant.bursar@worc.ox.ac.uk).

## 11. GOVERNING BODY POLICY ON ALCOHOL

- (i) Alcohol is a drug, although its use in moderate quantities is viewed tolerantly in society. Its abuse can be harmful to oneself and others. Over-consumption can have serious long-term adverse effects on health, and fairly immediate adverse effects on the ability to do academic work. It is also the major cause of anti-social behaviour and abuse of emergency services.
- (ii) All Members should be aware of the medically recommended **maximum** levels of alcohol consumption. Please see the NHS website for up-to-date maximum limits.
- (iii) It is College policy that at all official events organised by the College, JCR and MCR, non-alcoholic drinks shall be available.
- (iv) The College is not licensed to sell alcohol to anyone other than College members and their bona fide guests, and no function organised within College may do so, or advertise in any public place the availability of alcohol.
- (v) Drunk and/or disorderly behaviour is not permitted on College premises. College members who are drunk may be required to leave the College premises or retire to their rooms immediately. Disruptive behaviour may also give rise to disciplinary sanctions, including exclusion from certain facilities within the College.
- (vi) Members and Associate members are reminded that they are responsible for the behaviour of their guests in College. Noise emanating from the bar must not disturb other members of College. If behaviour is deemed unacceptable, removal of the individual and/or closure of the bar may be required.
- (vii) Junior Members should be aware that alcohol is a contributory factor in many breaches of College rules. Being under the influence of alcohol cannot be used as a mitigating circumstance for any misconduct on College premises.
- (viii) It is strictly forbidden for members of College who are under the age of 18 to consume alcohol on the premises, or for others to purchase alcohol for them to consume.

## 12. GOVERNING BODY POLICY ON DRUGS

Under the law it is a criminal offence to take, possess, manufacture, pass to others or sell prohibited drugs.

Taking or possessing prohibited drugs in a College context will also be subject to investigation and potential action under the College's Student Disciplinary Policy. The manufacture, supply or sale of drugs in a College context constitutes serious misconduct, and is very likely to result in expulsion from the College.

Anyone with concerns about drugs is advised to contact the Student Welfare Officer or the College Nurse.

## 13. GOVERNING BODY POLICY ON ANTI-BRIBERY

- (i) Bribery is a criminal offence and prohibited in any form by the College. Transparency, integrity and compliance are of the utmost importance and the College has a zero tolerance of any type of corrupt activity which has the potential to impact on the legal, fair and professional conduct of business. The College and its members must ensure at all times that they do not risk damage to the College's

reputation, placing themselves in a position in which the integrity of their dealings – even if conducted with the best of intentions – can be called into question.

- (ii) The Criminal Anti-bribery Law applies to all those connected with Worcester College and its activities, regardless of their role or seniority, including employees and anyone acting and/or working on the College's behalf. It is an offence to offer, accept, receive or request any form of 'advantage' to, or from, any individual, company or Government (including anyone working for a Government) if to do this would involve a breach of an expectation that the transaction be conducted in good faith, with integrity, and fulfilling any obligations of trust placed on them.
- (iii) Any staff member or person working on behalf of the College, who is suspected of committing an act of bribery or attempted bribery, will be subject to an investigation and in line with disciplinary procedures, may, where appropriate, be subject to action being taken against them.
- (iv) Any employee, or individual working on behalf of the College, who suspects that an act of bribery or attempted bribery has occurred, even if they are not personally involved, must report the incident to the relevant College Officer (normally the Finance & Estates Bursar or, in the case of Fellows, the Provost). A written account of events may be requested from them by the College Officer.
- (v) Any employee, or individual working on behalf of the College, must report the offer of a bribe to the relevant College Officer (normally the Finance and Estates Bursar or, in the case of Fellows, the Provost) so that action can be taken as necessary. A written account of events may be requested from them by the College Officer.
- (vi) It is recognised that the receiving and giving of small gifts and occasional hospitality, without expectation of anything in return, may occur as a reflection of friendship or appreciation. Where proportionate and recorded properly this does not constitute bribery. All employees, or individuals working on behalf of the College, must report gifts and hospitality of over £50 to the Finance and Estates Bursar or, in the case of Fellows, the Provost, so that these can be recorded. Tipping/leaving gratuities for services (e.g. dining, bar, cleaning) is not UK convention, nor is it expected in College.
- (vii) Members of staff, or individuals working on behalf of the College, who are in any doubt about whether offering or receiving a gift or hospitality could be construed as a bribe, should seek advice and prior written approval from the relevant College Officer.
- (viii) The full Anti-Bribery Policy is available at: <http://www.worc.ox.ac.uk/About-Worcester/Freedom-of-Information/Policies-and-Procedures>

#### **14. GOVERNING BODY POLICY ON LOCAL AND NATIONAL ELECTIONS**

- (i) Members of College are free to campaign/canvas within College, subject to normal decanal rules of behaviour.
- (ii) Members of College can sponsor a canvasser who is not a member of College provided that they treat this person as a guest. i.e. they are responsible for their conduct. The canvasser must be signed in at the Lodge and must be accompanied by a member of the College at all times.

- (iii) Non-members of College are not allowed in to canvas within College or deposit material in pigeonholes under any circumstances. Leaflet material can be left with the porters for distribution at their discretion. Election material addressed to individual students will be distributed like any other post.
- (iv) Election material, stickers etc. must not be displayed in public rooms and noticeboards.
- (v) Any queries about these procedures should be directed to the Dean.

## **15. GOVERNING BODY POLICY ON FREEDOM OF SPEECH**

The College's Freedom of Speech policy can be found here:

[https://www.worc.ox.ac.uk/sites/default/files/freedom\\_of\\_speech\\_policy\\_2021-22.pdf](https://www.worc.ox.ac.uk/sites/default/files/freedom_of_speech_policy_2021-22.pdf).

## **16. GOVERNING BODY POLICY ON HARASSMENT**

A new policy on harassment procedure was brought into effect in 2021 and can be found on the Policies and Procedures page of the College's website at

[https://www.worc.ox.ac.uk/sites/default/files/harassment\\_and\\_bullying\\_policy\\_2021-22.pdf](https://www.worc.ox.ac.uk/sites/default/files/harassment_and_bullying_policy_2021-22.pdf).

## **17. GOVERNING BODY POLICY ON STAFF-STUDENT ROMANTIC OR SEXUAL RELATIONS**

This can be found here:

[https://www.worc.ox.ac.uk/sites/default/files/files/page/policy\\_on\\_staff\\_student\\_romantic\\_or\\_sexual\\_relations.pdf](https://www.worc.ox.ac.uk/sites/default/files/files/page/policy_on_staff_student_romantic_or_sexual_relations.pdf)

## **18. POLICY AND PROCEDURES FOR THE USE OF COLLEGE OUTDOOR SPORTS FACILITIES**

### **Policy**

The use of Worcester's sports facilities falls under the management of the Head of Gardens and Grounds, who will use these guidelines to inform their decision-making.

Worcester College seeks to maximize the usage of its sports facilities, while ensuring the grass playing surfaces are sufficiently protected.

### **Procedures**

1. Fixtures for sports teams representing Worcester College and using the Sports Ground including grass pitches and tennis / netball courts will be scheduled by the Grounds Manager in consultation with the Head of Gardens and Grounds (usually at the commencement of term), who will post this information on the College website.
2. Sports pitches and courts shall be available for scheduled fixtures 7 days a week during term (0<sup>th</sup> to 9<sup>th</sup> week).
3. Worcester will attempt to make a pitch or court available for all scheduled fixtures.
4. No scheduled fixture on grass shall be cancelled in order to preserve the playing surface for a later fixture, except when playing one fixture is likely to render it unusable for several later fixtures. All teams have equal priority in the use of the pitch(es).
5. The grass pitches are primarily intended for matches involving Worcester teams. Fixtures involving only non-Worcester teams may only be played at the discretion of the Head of Gardens and Grounds.
6. Access to a pitch or court may be withdrawn on the grounds of safety by the Head of Gardens and Grounds in consultation with the Grounds Manager, who will liaise with the relevant team Captain to seek to rearrange a cancelled fixture.

7. In icy or waterlogged conditions, notices may be erected asking all users to refrain from using the grounds (for scheduled and informal uses). In the absence of such warnings it remains the users' responsibility to assess the conditions for safety.
8. Worcester will endeavour to make a practice pitch available for training use and users will be encouraged to avoid unnecessary wear and tear to the match pitches during training.
9. The Worcester or 'home' captain is responsible for completing and implementing a risk assessment for all scheduled fixtures. The risk assessment shall include a protocol for taking into account safety considerations in the playing or continuing of a match.
10. All Worcester College members, staff and conference guests shall have access to the sports ground for 'pick-up' games or informal use throughout the day, subject to maintenance requirements and fair usage. Access to the playing surfaces shall not be unreasonably withheld.
11. Notwithstanding the above, only scheduled fixtures shall be played on the cricket square. The cricket square and the cricket tracks are never available for informal use.
12. Captains are required to assure themselves that no player or match official is taking part in any game whilst under the influence of alcohol or drugs and to prevent any such person taking part in the game. For safety reasons no glass (i.e. bottles or glasses) is allowed onto the playing fields. Subject to licensing laws, alcohol may be consumed in the Pavilion after matches.
13. Enquiries about the implementation of this Policy and Procedures should be directed to the Head of Gardens and Grounds. Changes to these procedures are at the discretion of the Gardens and Grounds Committee.

In the event of an emergency, contact the Lodge on (01865) 278300.

## **19. COLLEGE COMPLAINTS PROCEDURE**

Student who are dissatisfied with the College's action or lack of action, or with any College services, may make a complaint under our Student Complaints Procedure, which also contains provision for Review if a student is dissatisfied with the outcome of their complaint. The policy can be found here: [https://www.worc.ox.ac.uk/sites/default/files/student\\_complaints\\_policy\\_2021-22.pdf](https://www.worc.ox.ac.uk/sites/default/files/student_complaints_policy_2021-22.pdf).

## **20. APPEALS AGAINST DECISIONS RELATING TO FAILURE OF FIRST PUBLIC EXAMINATIONS OR MAINTENANCE OF ACADEMIC STANDARDS**

Failure in First Public Examinations or measures relating to maintenance of academic standards may result in a student's being suspended or expelled. Any student has the right to appeal against this decision, as outlined below:

### **1. Internal College Procedure**

Students requesting an appeal must do so by writing to the Provost within 7 days of receiving confirmation from the College that the initial stages of the procedures covering failure of first public examination have been completed. The Provost will enlist an Appeal Panel to hear the complaint. The panel will comprise four Senior members of the College holding academic posts, one of whom will chair the panel.

The members of the Appeal Panel must have no previous involvement in the case, and must act in an independent and impartial manner. If Panel members meeting these conditions cannot be identified from within the College then the Provost shall have the option of substituting one or more members from another College or Colleges of the University of Oxford who can meet these conditions, and who (apart from the fact that they are not members of Worcester College) fall under the descriptions above.



- (i) The Provost's Personal Assistant (or another senior administrative employee of the College enlisted by the Provost, Vice-Provost, Senior Tutor or other Senior College Officer as the case may be) will act as Secretary to the Panel. The Secretary to the Panel shall, in consultation with the Student and Panel Members fix a date for the hearing which should take place no later than one calendar month after the appointment of the Panel.
- (ii) At least ten working days before the hearing, the Secretary to the Panel will:
- (a) write to the Student and Panel Members to inform them of the date, time and location of the hearing;
  - (b) provide the Student and Panel Members with copies of:
    - A written statement from the Student setting out the grounds of the case to be considered by the Appeal Panel, including supporting documentation, if appropriate;
    - Any other relevant documents, which may include those provided by Senior College Officers (e.g. the Senior Tutor) or subject tutors.
- (iii) The Student will be informed that they are entitled to be represented or accompanied at the hearing by a Friend. The Friend will normally be a member or employee of the College. Legal or other professional representation for the Student will not be permitted. At least two working days before the hearing, the Student must inform the Panel's Secretary of the identity of their respective Friends, and indicate whether they will be representing or merely accompanying them. It is the responsibility of the Student to inform their Friends, if any, of the arrangements for the hearing. If a Friend is speaking on behalf of the Student that person will surrender the right to speak on his/her own behalf, except as a witness. The Student must attend the hearing in person and be ready to appear as a witness at the Panel's request (even if a Friend has been asked to speak on his/her behalf) unless the Panel has previously agreed that exceptional circumstances prevent their attendance.
- (iv) Copies of any additional documentation or written submissions that the Student wishes the Panel to take account of must be provided to the Secretary at least two working days before the hearing. Documentation submitted after this date will not be considered unless the Panel decides that exceptional circumstances warrant its inclusion. The Secretary will circulate this to the Student and Panel as soon as possible.
- (v) At least seven working days before the hearing, the Student must inform the Secretary of any witnesses they wish to call at the hearing. In advance of the hearing, the Secretary will provide the Student and Panel with a list of witnesses. Witnesses will normally be required to give evidence in person at the hearing, and will be expected to answer questions from the Panel and from either party as allowed below. It is the responsibility of the person calling the witness to ensure that he or she is able to attend. The Panel Chair may also request the attendance of witnesses not nominated by the parties, in which case the Secretary will ensure attendance and notify the parties of the additional witnesses being called.
- (vi) The Panel may accept evidence given in a written statement where it is impracticable for a witness to attend, or where the Panel Chair takes the view that it would not be appropriate for a witness to attend. Any written statements must be submitted to the Secretary at least three working days before the hearing so that they can be circulated as soon as possible to other parties by the Panel's Secretary.

- (vii) The Student will have the opportunity to address the Panel at the hearing, either in person or through their Friend. The Panel may also hear witnesses in any order and in any manner that seems appropriate. Questions will be asked of witnesses in the first instance by the members of the Panel. At the discretion of the Chair, the Student may also (personally or through their Friend as the case may be) ask questions of any witnesses.
- (viii) Subject to the above, the Panel has the power to regulate the procedures governing preparations for the hearing, and the hearing itself, so as to ensure that the process is fair and reasonable and, so far as appropriate, informal and flexible.
- (ix) In considering the findings and recommendations, each Panel member will have the opportunity to present and discuss his/her own impressions and conclusions. The Panel will attempt to reach a unanimous conclusion regarding its findings and recommendations. If a unanimous conclusion cannot be reached, a motion for a decision may be made by any Panel member other than the Chair. The success or failure of any motion will shall be determined by majority vote. The Panel will not take account of any information or documents which were not available to the Student at or before the hearing, but the Panel will reserve the right to reconvene the hearing should evidence that could materially affect the outcome of the Review emerge before it makes its final decision.
- (x) The decision of the Panel will not be announced on the same day as the hearing, and the Panel may take up to five working days to reach a conclusion. Within ten working days of the hearing, the Panel will produce a written report setting out their findings and recommendations, and the reasons for them. In case of a majority decision, the decision and the reasons shall be those of the majority. No dissenting opinion will be presented.
- (xi) A copy of the Panel's report will be presented by a member of the panel to the next meeting of the Governing Body. A copy of the report shall also be sent to the Student in advance of the meeting. The Governing Body shall then come to a final decision. Those members of the Panel who are also members of the Governing Body will not be excluded from Governing Body's discussion of the report, nor will they be barred from taking part in any subsequent vote. Where the Governing Body does not accept the Panel's recommendations the Governing Body shall give reasons for reaching its decision. A written statement of the Governing Body's decision will be sent to the Student, including a Completion of Procedures Letter.
- (xii) The decision of the Governing Body shall be subject to the jurisdiction of the Visitor as laid down in the College Statutes.
- (xiii) A student who is dissatisfied with the outcome of the Appeal has the right to appeal to the Conference of Colleges Appeal Tribunal.
- (xiv) A student who is dissatisfied with the outcome of an appeal to the Conference of Colleges Appeal Tribunal has the right to make a complaint to the Office of the Independent Adjudicator for Higher Education.

## 12. JCR SECTION

*This chapter has been written by members of Worcester College JCR.*

### **1. THE JUNIOR COMMON ROOM**

The term Junior Common Room (or JCR) has three meanings. Firstly, it refers to the actual room on Staircase 11 where students can relax, watch TV, play table tennis or just meet and chat with friends. Secondly, it is a collective term for all of the College's undergraduates. The College has three Common Rooms, of which the JCR is the largest. The Middle Common Room (MCR) is the post-graduate body and the Senior Common Room (SCR) is made up of tutors and professors. Thirdly, it refers to the College's student association, which looks after your interests as student members of Worcester.

Students will frequently come across the JCR during their time at Worcester. The JCR organises numerous events, runs schemes and promotes activities within College. Whether or not undergraduates choose to have a direct involvement in it, its actions do affect them; the JCR has a direct say in the way that the College is governed, and hopes that students will use its facilities – they are laid on for them.

In addition to its role in terms of organisation and the provision of facilities, the JCR fosters an enviable College spirit. Worcester is famously a friendly and welcoming College and this reputation is known across Oxford. The JCR works hard to promote the strong sense of community and belonging that our undergraduates have during their time at the College – freshers will find that within their first few days at Worcester, the sense of belonging and the real friendliness have already become strong.

### **2. THE JCR COMMITTEE**

The JCR Committee is an elected committee designed to represent and support the undergraduate body (positions are listed on page 9). The JCR Committee members will introduce themselves during Freshers' Week. It is worth noting that these are the people to see about any queries, problems or suggestions you have about life at Worcester. Contact information for each member of the committee can be found on the JCR website and students should not hesitate to get in touch. Even if an individual's query is not directly relevant to the particular committee member they contact, the member will always be happy to put them in touch with the relevant person in College. Each Committee member is elected for a period of one year, and elections take place in Hilary and Trinity terms. In addition to the main committee, there are several sub-committees and ad hoc committees where other matters are discussed in focused groups.

### **3. JCR MEETINGS**

The JCR hold meetings (often referred to as 'motions') on the Sundays of even weeks (note that a week in Oxford starts on a Sunday) in the JCR itself. Chaired by the President, they are a chance for the undergraduate body to discuss and vote on matters of importance to the JCR. Motions can be submitted by any member and can be on almost any topic; frequently a meeting will contain a request for a purchase of an item for the JCR to use, a comment on an existing College service that may need improvement and a less serious motion. JCR Officials can be mandated to perform specific tasks ranging from writing letters of invitation to celebrities through to investigating the price of table tennis balls. While some motions are hotly debated and votes can be close, there is a feeling of informality and productive discussion throughout meetings. Undergraduates should not feel that they need to be a speech-maker or debater to offer their thoughts to the meeting. The process is one of discussion and generally the more people and views that are involved, the better the meeting. We always bring plenty of snacks to accompany the meeting, so we would really encourage all members of the JCR to come along.

#### **4. JCR SERVICES**

The JCR also manages a number of services which members are entitled, in fact encouraged, to use:

- The JCR contains a TV, Wii, PS4 and DVD player (an extensive and regularly updated DVD library is available for access). The TV is regularly used to watch particular programmes, notable broadcasts and sports matches. Occasionally, the bar is opened to screen games, such as the Six Nations rugby.
- There is a small kitchen attached to the JCR with a fridge, microwave, kettle, toaster and sink which all members are welcome to use.
- The bar has table football, a quiz machine, juke box, pool table and dart board.
- Blues players (those playing on a University sports team against Cambridge) should apply for a Blues grant to provide money to help with kit and equipment.
- In the Summer Term the JCR hires out one or more punts which are available for students to book.
- There is a JCR bike scheme, where two college-owned bikes are available to borrow through the Lodge. Any questions about the scheme should be taken up with the Vice-President and Treasurer or the Environment and Ethics Rep.

Any maintenance or housekeeping issues within the JCR room itself should be promptly reported to the Housing Rep. Any queries or suggestions regarding the bar should be taken up with the Food and Bar Rep.

#### **5. ENTZ AND ARTZ**

The JCR boasts a vibrant and friendly Entertainments Team who organise various events throughout the year. These range from quizzes to seasonal events, karaoke nights to garden parties, and of course, the famous themed Worcester 'Bops'. There is no shortage of Worcester-based Entz on offer. The Entz team also sell tickets to nights out in Oxford and they will be in touch (usually via their Facebook page) to let you know about the best nights on offer.

The Artz Rep also puts on events such as termly open mic nights in the college bar, Worcester Arts Week and 'Worc in the Park' (an annual arts festival held in the college grounds to raise money for charity). Any arts-related queries or suggestions (including music, dance, drama, etc.) should be taken to the Artz Rep.

#### **6. ENVIRONMENT**

Worcester's JCR and MCR work closely on environmental issues and highlight the importance of recycling, waste reduction and energy efficiency within College (see also section 8.12). All kitchens are equipped with recycling bins, and rooms without kitchens can use central recycling facilities. Kitchens are equipped with food bins. The Edible Garden Project gives opportunities to get involved with gardening in the Worcester Grounds and enjoy the 'fruits of your labour'. The JCR has an elected Environment and Ethics Rep mandated to promote sustainability issues around College and suggestions for improvements are always welcome.

#### **7. WELFARE**

The JCR has both a Male and Female Welfare Rep on the Committee. They are trained peer supporters and can put you in touch with a wide range of resources if you are in any kind of difficulty in Oxford. Worcester has an extensive and varied welfare system (see section 5); the pressures of Oxford life can sometimes get to students, but rest assured that there is no shortage of help out there. Ranging from a confidential chat over a cup of tea to advice on how to handle exam stress and homesickness, there is support on hand. In more serious cases, they can refer you to specialist counsellors, the Student Welfare Officer, or the College nurse.

In addition to the formal welfare provision, there are also informal welfare events such as the very popular weekly T@3 sessions, where students can chat while tucking into various snacks provided by the welfare reps. There is also a terrific network of 'College families' that can often act as your first point of call for non-essential questions about life in Oxford or at Worcester. This system is run by the Freshers' Rep who has a responsibility for all Freshers, and the College families often receive high praise as a great way of being introduced to new people during the first few weeks, and a good way for people to find their feet. Firm friendships are often started from these family networks and you may find yourself referring to your College parents as 'mum' and 'dad' within just a few weeks.

The JCR also has an Academic Affairs and Careers Rep who is the first port of call for anyone who has academic issues within the college and a Suspended Students Rep who represents the interests of suspended students.

## **8. ACCESS, ADMISSIONS AND CAREERS**

Worcester is committed to maintaining and improving its outreach and admissions process and to helping its students find suitable jobs at the end of their student lives. The JCR has an Access Rep and an Academic Affairs and Careers Rep who cover these areas.

The Access Rep liaises with the Worcester College admissions team to assist with College Open Days, the interview period and a range of access visits. Worcester has its own student ambassador scheme, where students attend outreach training (usually run each term) and can then volunteer to help out with access and outreach schemes and events around college. The JCR is committed to broadening access to Oxford and encourages applicants from students of all backgrounds. Worcester is a great place to get a feel for Oxford: a blend of tradition, beautiful scenery and friendly people.

The Academic Affairs and Careers Rep is available to answer careers-related questions from College members.

## **9. EQUAL OPPORTUNITIES**

The JCR has a Gender Equality Rep, LGBTQ Rep, International Students Rep, Disabled Students Rep, Class Act Officer, and Ethnic and Religious Minorities Rep cementing the JCR's belief in equality and diversity within the undergraduate population. No student should feel excluded at Worcester, for any reason. The College's reputation for warmth and community extends to all members, and freshers should be encouraged by the good work of this committee to celebrate the diversity to be found in Oxford. The Oxford University Student Union (Oxford SU) runs several campaigns pertinent to the groups represented in the Sub-Committee and information can be accessed through the relevant Officer, who will be present during Freshers' Week for introductions. Any student feeling that they are the subject of discrimination should immediately raise their concerns with the JCR President or Equal Opportunities Rep, or relevant senior college member.

Information about the College's equal opportunities policies can be found here: <https://www.worc.ox.ac.uk/about/policies-and-procedures>.

## **10. JCR CHARITIES SCHEME**

Worcester holds many charity events throughout the year, sells 'stash' (Worcester-themed merchandise) to students to raise money for charity, and participates widely in University RAG (Raise and Give) schemes. Students wishing to participate in any charitable ventures should feel free to approach the Charities Rep for advice.

## **11. OPTING OUT**

The Education Act 1994 provides that students have the right not to be members of the 'Student Union'. This applies to Oxford Colleges' JCRs, but it was clearly drafted with large University-wide Student Unions in mind. If you do not wish to be a member of the JCR you may exercise your right by giving notice to the Dean, in writing, by the end of the first week of any term. Those who do so will be ineligible to stand for office, vote, or attend JCR meetings. All services provided in College for undergraduates will, however, continue to be available. The Worcester JCR remains affiliated to the Oxford University Student Union, and Worcester's SU Rep acts as the primary interface between the JCR and the Oxford SU, supported by the JCR President.

## **12. MEMBERSHIP OF MCR FOR FOURTH-YEAR SCIENTISTS**

Undergraduate students on a four-year science course may apply for Associate Membership of the MCR during the fourth year of their studies, and should approach the MCR President for details on signing up for Associate Membership.

## **13. JCR CONSTITUTION**

The JCR Constitution is a document that sets out the aims, values and procedures of the JCR. Under the Education Act 1994, the Governing Body of the College must approve the JCR Constitution and review it at intervals of not more than five years. The Governing Body must also approve any amendments, through the Joint Consultative Committee (JCC) at which the JCR is represented by the President, Vice-President and Secretary. The Treasurer produces an annual financial report which is also monitored by the JCC.

There is a procedure for handling complaints against JCR Officers. If this procedure does not resolve the issue, the complaint will automatically be referred to the Dean and thence the Provost under the Disciplinary Appeals procedures.

A copy of the JCR Constitution is available on the JCR website. Candidates for JCR Elections should read the position mandates as well as the sacaaction on Electoral Procedure prior to submitting a manifesto to avoid committing electoral malpractice.

## **14. JCR AND MCR: CONDUCT OF BUSINESS**

Under Section 22(4) of the Education Act 1994 the College has in force a Code of Practice to ensure that the affairs of the JCR and MCR are properly conducted in accordance with the requirements of the Act. All students who do not wish to be members of the JCR or MCR have the opportunity to withdraw from membership without being unfairly deprived of services made available by the College to its Junior Members. The Code of Practice is circulated annually to students in advance of the Academic Year.

### 13. MCR SECTION

*This chapter has been written by members of Worcester College MCR.*

#### **1. THE MIDDLE COMMON ROOM**

The Middle Common Room (or 'MCR') serves as the focal point for graduate life in Worcester College. The name 'MCR' refers to two entities: the first is the graduate centre that houses the MCR bar, computing/study room, and TV room; the second is the collective group of graduate students in College. Partners and spouses of MCR members are able to apply for Associate membership of the MCR.

The MCR is led by a committee of elected students. For current committee members, see *Who's Who*, section.

This committee acts as a liaison between the graduate community and the College administration over such matters as the budget, rent, accommodation, facilities, and grants. The committee is also responsible for addressing student concerns, maintaining the MCR bar and computer room, circulating information relevant to graduates, organising social events (such as guest nights, bar nights, barbecues, and an annual garden party), and for representing the Worcester MCR to the Oxford University Student Union, and in the wider University community. The MCR Executive Committee members are elected during Hilary Term and serve for one year.

The MCR has a written constitution, a copy of which may be obtained on request from the MCR Secretary. Under the Education Act 1994, the Governing Body must now approve the constitution and review it at intervals of not more than five years. The Treasurer makes an annual report on its finances to the MCR; expenditure is also monitored by the JCC on behalf of the Governing Body. There is a procedure for handling complaints against the MCR officers: if this procedure does not resolve the issue, the complaint will be referred automatically to the Dean, and thence to the Provost under the procedure given in section 10.19. If the complaint remains unsatisfied, it may be taken to an appeals procedure (see section 10.20).

#### **2. MCR LIFE**

The MCR organises a variety of activities for graduates to which guests are usually welcome. Most events are subsidised and represent great value for money. Students can find a list of all the term's events on the termcard (emailed to students at the beginning of each term) and details are circulated by email before each event. Students who have any questions or suggestions should contact the social secretaries (see section 3.5).

##### **(i) Weekly Social Events**

###### Bar Nights

The MCR bar opens every Friday and also after certain MCR events, such as the home leg of exchange dinners. The bar is great value with a wide selection of alcoholic and non-alcoholic drinks and there are always people around to chat to and unwind with at the end of the week.

###### Brunch

During term time there is brunch every Sunday in the MCR at 11.30am. Brunch is free and well-attended; it is a great way to catch up with college friends.



### Welfare Tea

Midweek there are Welfare Teas which are a chance to relax and de-stress with people over free cakes, tea and coffee.

## **(ii) Formal Hall Events**

### Guest Night Dinners and Bops

The MCR organises two guest night dinners a term. The MCR books the entire hall just for its members and their guests. The event is great fun and regularly sells out, so students should make sure that they purchase their tickets early. This is bookable via Upay. Guest night dinners are black tie.

The guest nights are invariably followed by either an MCR bop in the college bar or a party in the MCR itself. MCR bops are especially recommended, and all graduates are welcome, even if they didn't have a ticket for the dinner.

MCR members are automatically members of the JCR as well and so are welcome to attend JCR events such as the JCR bops.

### Graduate Dining Club (GDC)

Another popular event, these are usually held twice a term and provide an opportunity to dine together with other MCR members. Wine is provided with the meal for the price of a normal Formal Hall ticket. Students can buy their tickets online as usual, but should write 'GDC' in the requirements section, on the last page of the booking process so the MCR has an idea of numbers and can arrange to seat everyone together.

### Exchange Dinners

The MCR normally organises two or three exchanges a term, where other colleges are invited to join Formal Hall at Worcester and in exchange Worcester students visit theirs. These provide a great opportunity to explore other colleges and meet new people. The home legs include a free prosecco reception in the MCR and free wine with the meal. After dinner, we head to the college bar with our guests for drinks. At the away legs, other colleges also tend to be very generous in supplying wine and other drinks. Tickets for both legs are booked through the social secretaries, at a typical combined cost of £18 for both legs.

### Wine and Cheese Exchanges

Less formal than exchange dinners, wine and cheese exchanges happen around twice a term. Like dining exchanges, they have a home and away leg, and a good quality selection of wine, soft drinks and cheese are available at each. The combined cost is £9.

### Annual Summer Garden Party

Hosted by the Provost in Trinity Term, this is the biggest MCR event of the year. The MCR members, guests and Fellows spend an idyllic afternoon relaxing in the Provost's Garden by the lake, enjoying strawberries, fizz and Pimms, with live music and games.

### (iii) **Franks Society Talks**

This is a graduate society founded by a former Provost, Lord Franks. Its aim is to draw upon the diverse academic talents of Worcester students by asking MCR members to give a series of occasional talks, usually two a term. With approximately 200 graduates from many different cultures and educational backgrounds, the talks and ensuing discussions (continuing over a free buffet) always prove entertaining and enlightening.

### (iv) **Nightlife**

Oxford's nightlife really does offer something for everyone. There are plenty of restaurants serving worldwide food with menus to suit all budgets. *The Oxford Handbook* (available at the Freshers' Fair) includes excellent reviews and information about all restaurants.

There are several cinemas and theatres within walking distance of the College, notably: the Curzon in the Westgate Centre, and the Odeon cinemas in Gloucester Green and Magdalen Street (which show the latest releases); the Phoenix Picturehouse in Walton Street (which shows art films); the Oxford Playhouse on Beaumont Street with weekly plays, and the larger New Theatre on George Street. During term, there are usually several student plays on offer each week, in addition to professional productions. Music performances flourish in this city of concert halls and churches.

There are a number of night-clubs in Oxford, each offering dedicated student nights that are popular with both graduates and undergraduates. *The Oxford Handbook* is a useful guide for going out on the town. Another source of information is the *Daily Info* (<http://www.dailyinfo.co.uk>).

Finally, do not neglect London. This city is only fifty miles from Oxford and can be reached in one and a half hours by coach. A student return ticket to London is not expensive and the Oxford Tube and X90 buses run a 24-hour service. There are also direct train services to Paddington and Marylebone which are faster and can be cheaper than the bus. So do take advantage of this great capital city, whether to see a West End show, have a day out shopping, or just wander around the streets and parks and take in the sights.

### (v) **Sports**

The MCR has an active sports programme managed by the Sports Rep. The emphasis is always on participation and fun. Events in the past have included volleyball and bubble football, and students are always free to play tennis, basketball and/or netball on the College grounds. Any MCR member can try for a College or University sports team. Many graduates have rowed in College crews or played in the College football and basketball teams, as well as representing the University in a wide variety of sports.

### (vi) **Vacations**

During vacations, the University and Colleges change their practices. Library hours are curtailed, provision of meals in College is reduced, and most undergraduates leave Oxford. During the week between Christmas and New Year the College is locked, but many graduates spend Christmas in Oxford nevertheless. The MCR aims to run as many social events as possible during the vacations for those graduates who remain in Oxford

## **3. MCR FACILITIES**

## **The MCR**

The refurbishment of the MCR was made possible by the generosity of Richard Faulkner, a former Worcester student. The building is adjacent to the Sainsbury building and the Nash Quad complex, and is conveniently located close to much of the graduate accommodation.

The MCR Bar is downstairs and contains sofas, pool table, sound system and table football table. The upstairs area of the MCR comprises the TV room (with a Sky+HD box) and the computing/study room (see also *College Facilities* section 8b). The TV room is a comfortable haven where MCR members can relax while browsing the papers or watching television or a DVD. Instructions for recording and playing movies/programmes can be found next to the TV.

The MCR notice boards contain information about research grants, University appointments, community events, and MCR social events. There is also information about theatre productions, vacant flats, used computer equipment, summer school courses, self-help groups, and other miscellaneous items. Graduates should feel free to post information on the boards, so long as it appeals to the interests of others. For the sake of space, these notice boards are regularly cleaned of old notices.

## 14. ACTIVITIES IN OXFORD

### **1. STUDENT UNIONS**

Students who are members of the JCR or MCR are automatically a member of the Oxford University Students' Union (Oxford SU). This is because Worcester JCR and MCR, like other JCRs and MCRs, are affiliated to the Oxford SU. Oxford SU is the student union of the University as a whole and provides many services. It offers advice in many areas (e.g. housing, welfare) both to the body of the Junior and Middle Common Rooms as a whole, and to individual students. It also produces various useful publications including *The Oxford Handbook*, *The Women's Handbook* and the *Alternative Prospectus*, along with *The Living Out Guide*, *The Clubs and Societies Handbook* and a host of others. The Oxford SU shop and offices are located at 4 Worcester Street, OX1 2BX. The shop sells very good value stationery and the office provides low cost photocopying; students can also get an Oxford SU card which entitles them to other discounts. Oxford SU plays an important part in representing Oxford students across the University and has a large number of Committees covering a range of issues including academic affairs and access and admissions, and others working towards, for example, social justice and the support of LGBTQ rights. Students wanting to know more should read the Oxford SU termcard which should be available in pigeonholes on arrival. Alternatively, information can be obtained by contacting the Oxford SU Rep. on the JCR or MCR Committee or by accessing the student union website (<https://www.oxfordsu.org/>).

Oxford does not have a large central students' building. This is one of the major selling points of the Union Debating Society, which has a bar that can act as a meeting point out of College. However, there is a membership cost for the Union Debating Society, and membership of the Union is by no means essential. Students are advised to take some time deciding whether they want to join.

Worcester College JCR and MCR are not affiliated to the National Union of Students (NUS), which means that they are not, and cannot become, a member of the NUS. This is different from many other Oxford Colleges.

### **2. RAG**

Like most universities, Oxford has a RAG (Raise and Give) or charity organisation. RAG organises many activities throughout the term, aimed at raising money for various charities. For more details it is worth signing up at the stall at Freshers' Fair or contacting the RAG Rep, JCR Charities Rep or MCR Charities Rep.

### **3. DRAMA**

There are lots of theatres in Oxford and many opportunities to get involved in some way or another, whether as an actor, director, lighting operator or in any one of the other roles needed for a production. Although there are often advertisements for auditions or technical crew, a great way to get involved right from the start is through Buskins, the College's own drama society.

The first occasion is the annual Freshers' Drama Competition, known as 'Cuppers'. Each college is allowed to submit several productions and it is a great opportunity for the experienced and new alike. Worcester's real dramatic reputation, however, is made by its annual Garden Show, held in Trinity Term. Past productions have included *Coriolanus* and *Twelfth Night*. Buskins also helps support dramatic productions all over the University, but leans towards those with Worcester connections. More information about Buskins, or some tips on Oxford drama as a whole, can be obtained by going to the Buskins meeting at the start of term or contacting the Buskins President.

#### 4. MUSIC

Worcester has a very strong musical tradition and there are many ways to get involved at the College or University level, as well as many concerts for those who prefer listening.

**Music Society:** the student-run Worcester College Music Society arranges an active calendar of events throughout the academic year, consisting of choral concerts, a regular series of chamber music recitals, and orchestral concerts. There are also opportunities for students to participate in less formal choir and instrumental groups. Some of these concerts take place beside the lake in the College grounds. For details of music practice rooms, see **College Facilities**.

**The Chapel Choir:** the Chapel Choir sings a number of services each week during Full Term. These services are with one or both of the College's choirs (see section 8b.4) In addition to the regular services, there are also occasional special services, both in College and at churches and cathedrals elsewhere, as well as an annual choir tour, either in the UK or abroad. Full choir practices take place regularly on specific weekdays, and there are separate practices for the boy trebles on selected weekday mornings.

**Choral Awards:** the College is committed to providing a high standard of chapel music and offers Choral Awards. Choral Awards are available to undergraduates and graduates of Worcester College reading for any Oxford degree. In addition, choral awards are occasionally given to singers who are not members of the College. The awards are called Choral Scholarships for undergraduates/graduates of the College and Choral Bursaries for everyone else. The number of awards available depends on the needs of the choir. The choral scholarships have a value of £200 p.a.

Holders of choral awards are required to sing in the Chapel Choir at the services and rehearsals as indicated above, and may also be called upon from time to time to assist the Organ Scholars in other duties relating to the choir. Auditions are usually held in freshers' week, and students who are interested in joining the choirs should contact the Organ Scholars for details.

**Instrumental Awards** are available to all undergraduate and graduate students of Worcester College reading for an Oxford degree, regardless of subject. Two are offered each year, on the basis of a short performance test. There are no specific duties attached, but it is expected that award-holders will assist in the fostering of the musical life of the College, and that they will agree, if called upon, to serve on the committee of the Worcester Music Society.

#### 5. SPORT

Worcester has a good reputation for sport at the College and University level, and there are plenty of opportunities to get involved. This is partly because of the College's wonderful facilities: hockey, football, rugby, five-a-side and cricket pitches, and tennis courts. There is also a multi-gym on site and, for safety reasons, students must attend an induction session before using the gym. The College's boathouse is shared with Merton and houses several boats.

College sport allows as many people who want to participate in a wide range of sports to do so, but commitment should never impinge upon academic work. There are many College teams of varying standards, and interested students should look out at the College Freshers' Fair or on the noticeboards in the lodge area for further information. The College's success rate is high in a wide range of sports, but the most important attribute is enthusiasm and there is always space for anyone to play at any level.

The University has about 70 sports societies. Oxford students have a strong sporting reputation and there are a number of facilities, with numerous college playing fields, the University Parks, and the Oxford University Sports Complex on the Iffley Road ([www.sport.ox.ac.uk](http://www.sport.ox.ac.uk)), which includes a swimming pool. Any student unable to find information about a particular sport should contact the JCR Sports Rep. Students interested in rowing must complete a certificate of competence to swim.

## **6. STUDENT MEDIA**

Oxford has three student weekly newspapers and an FM radio station (87.7FM). *The Oxford Student* and *The Cherwell* provide news about Oxford students weekly, and *The Word* provides more of a critically arty style paper. Copies can be picked up free of charge in the Lodge or the JCR each week. Other student publications include *ISIS* and *The Owl*. *Oxygen*, the radio station founded, run, and presented by students, is also worth a try. Students interested in getting involved can sign up at the Freshers' Fair or can make direct contact. Worcester has its own JCR newsletter, *The Woosta Source*, to which students can contribute articles. The College JCR subscribes to a whole host of weekly and daily newspapers that can be found in the JCR.

## 15. DEVELOPMENT AND ALUMNI RELATIONS OFFICE

Students coming to Worcester to study, whether as an undergraduate, graduate, or visiting student, become a member of the College for life. This lifelong association is the reason for the term 'Old Member' which is used to describe all Worcester alumni. College keeps in touch with all those who have studied here, celebrating their achievements in later life, and enabling them to feel involved in the present-day College, through: social media channels, publications such as a termly e-Newsletter, the annual Worcester magazine, and the College Record (which details the last academic year), attending an event – in College, online, or further afield – as part of a busy and varied Old Member events programme, providing networks for careers advice and mentoring, or by making financial contributions to support present day students.

The Development Office is responsible for maintaining and building these lasting links with Old Members and for raising funds for student support through scholarships and bursaries, funding for academic Fellowships, and improvements to College buildings and grounds. Viola Kerr, Director of Development and Fellow, oversees these activities with the support of the Development Team.

The office runs an annual 'Telethon' fundraising campaign, with the assistance of a team of student callers, all of whom receive training and are paid for their time. Students call Old Members not only to seek their support, but to strengthen relationships through sharing student experiences and current news of College, verify address details, and to seek feedback on the events programme and publications.

We are keen to have support and input from current students – whether it is information on their awards or achievements, providing photographs or articles for publication in our e-newsletter or magazine, interest in the Telethon and fundraising, or new student initiatives of interest to Old Members – you can contact us on [development@worc.ox.ac.uk](mailto:development@worc.ox.ac.uk) or call +44 (0)1865 278346.



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## 16. GLOSSARY (OF WORCESTER/OXFORD TERMS)

Ball:	every 3 years there is a 'Commemoration Ball' in College, a big party in the College grounds, sometimes with a formal dress code
Battels:	College bills for accommodation, utilities, & fixed charges.
Blue:	awarded to someone who competes for Oxford against Cambridge. Whether students get a Blue or a Half Blue, depends on the sport.
Bod Card:	used for access to College gates, libraries, computing services and some University buildings. Also used to pay for meals in college. Issued at the start of each course. Officially called a University Card.
Bop:	a College party usually held in the bar and organised by the JCR Entertainment Committee.
Buskins:	Worcester's own drama society.
Carfax:	crossroads at the intersection of High Street, St Aldate's and Cornmarket.
Collections:	College exams for undergraduates to make sure they have done their vacation work. These can be set at any time by tutors but are usually given at the end of 0th week in each term (not usually in their first term). Also means a formal report on progress, read to the Provost in the presence of the individual student ("Provost's Collections").
Coming up:	coming into residence in Oxford at the start of term.
Commoner:	what undergraduates become after matriculation and stay until they graduate, unless they become Scholars or Exhibitioners. The term derives from the Common Table at which all members of College eat together in Hall.
Cuppers:	inter-collegiate competitions in just about anything.
Dean:	the head of welfare and discipline in the college.
Decanal:	the adjective for anything to do with the Dean or the Dean Team
Don:	slang for 'Fellow', 'tutor', 'lecturer'
Eights:	big inter-collegiate rowing race in 5th week of Trinity term.
Exhibitioner:	an award for academic performance
Fac:	refers to any subject faculty building (e.g. 'the History Fac'); libraries and lectures may be here.
Finals:	the main exams at the end of an undergraduate course.
First week:	every Oxford full term has eight weeks, which are then numbered (first week, second week etc).
Formal Hall:	second sitting of dinner; more formal in style (people usually dress up) and served at the table rather than cafeteria-style

Fresher:	a first year student
Full Term:	Sunday of first week to Saturday of eighth week.
Going down:	leaving Oxford at the end of term.
Governing Body:	the assembly of the Provost and Fellows which is ultimately responsible for the governance and running of the College, under the College Statutes.
Graduate Collections:	annual meeting for graduate students to meet individually with the Provost and Senior Tutor to discuss their work.
Hall:	location where students have breakfast, lunch and dinner in term time and where undergraduates sit Collections.
Hilary:	2nd (Spring) term.
JCC:	Joint Consultative Committee. A committee comprising the Provost, certain Fellows of the College, JCR officers and MCR officers. Its purpose is to deal with matters of concern to the JCR and MCR and to make recommendations to the Governing Body on their behalf.
JCR:	undergraduate student body (abbreviation of 'Junior Common Room', the room undergraduates use).
Junior Member:	any undergraduate or graduate student of the College.
Lodge:	where the Porters are based, at the entrance to College.
Lodgings:	the Provost's Lodgings (i.e. the building where the Provost's office is based).
Matriculation:	the ceremony that marks your formal admission to the University and usually takes place within your first few weeks in Oxford.
MCR:	the postgraduate student body and the place that graduates use (from Middle Common Room).
Michaelmas:	1st term (October – December)
Mods:	Honours Moderations – name of first-year exams in some undergraduate courses.
Oxford SU:	Oxford University Student Union – the body that officially represents all students in Oxford. Not to be confused with the Oxford Union Society, which is the university debating society
Penal Collection:	an examination set by the College: failure to do as well as required may result in disciplinary action
Pigeon-hole or Pidge:	set of named boxes where students' mail is left, in Staircase 15.
Pigeon Post:	all colleges & university departments are part of a university postal network. This is free if you post fewer than 3 items at once. There are two collections per day.
Prelims:	Preliminary Examinations – name of first-year exams in some undergraduate courses.
Provost:	Worcester's Head of House (College).

Punt:	flat boat propelled by a pole, a fun activity in the summer term
RSVP:	répondez s'il vous plait; please reply. Used at the end of invitations to request a response.
Rustication:	a suspension from College for a defined period of time
SCR:	group which includes members of the Governing Body and others who teach but are not Fellows, e.g., Research Fellows, Lecturers. There are also other members, such as senior non-academic staff. Abbreviation of 'Senior Common Room'
Scholar:	what undergraduates become if they get a distinction/1st in their first year exams or if they perform well academically for a long period of time. Scholars are given a different gown to wear and receive a financial award.
Schools:	building on the High Street where students sit exams or go to lectures (also home to the University Freshers' Fair). The same term is also used as shorthand for 'Final Honour Schools' i.e., undergraduates' final exams.
Scouts:	housekeeping staff.
Sending down:	expulsion from the College
Senior Member:	a Fellow, Research Fellow or Lecturer of the College (or University).
Senior Status:	someone reading for an undergraduate degree who already has a degree
Subfusc:	clothes that students have to wear for matriculation, examinations, graduation, etc.; see also section 4.6.
Suspension:	time away from study to recover from health, personal or academic problems.
Torpids:	not so large inter-collegiate rowing regatta in 5th week of Hilary Term, but just as much fun as Eights if the sun is out.
Tute:	slang for tutorial.
Tutorial:	weekly or twice-weekly meeting (usually lasting an hour) for undergraduates with their tutor on their own or with one or two other students doing the same subject. Students will be asked to hand in work in advance, or to take work to a tutorial for discussion.
Trinity:	3rd (Summer) term.
Up:	historic preposition used to describe being at Oxford (e.g. 'I was up at Worcester 1995–98'). Contrasts with 'going down'

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