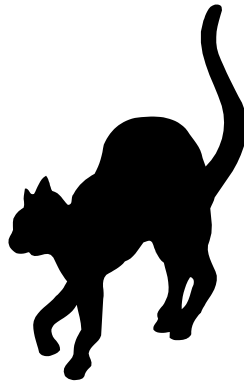


**Somerville College Oxford**

**'The Yellow Pages'**



**IMPORTANT INFORMATION FOR NEW UNDERGRADUATE STUDENTS**

**Michaelmas Term 2009**

The information contained in this booklet, and more, is available on the College website at <http://www.some.ox.ac.uk>. It is regularly updated, so watch out for messages announcing changes or additions

See also the University's Student Gateway site at <http://www.ox.ac.uk/students>

This booklet covers the regulations and policies listed below; these are not intended to be exhaustive, but to form the basic ground rules for living and learning in the College Community. All students entering Somerville sign a contract agreeing to comply with the College Rules. These are set out overleaf, and like all the other documents in this booklet, may also be found on the Student Portal at <https://portal.some.ox.ac.uk/sites/students/default.aspx> , and on the college website at [www.some.ox.ac.uk](http://www.some.ox.ac.uk). University regulations and resources for undergraduate students may be consulted through the Student Gateway at <http://www.ox.ac.uk/students>

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## The College Rules:

As at other universities, a person accepting admission to the College thereby accepts an obligation to obey the College Rules and those of the University and to pay such fees, dues and charges as the College or University may lawfully determine. The undertaking to obey these rules forms part of the Somerville College Student Contract, which all students are required to sign before entering.

- a) Those who have accepted a College place but have to withdraw for any reason should give at least three months' notice. Failing this, they will be expected to pay the fees and charges for the ensuing term. The same applies to any Junior Member withdrawing after beginning his or her course. In the case of absence through illness for long periods, a partial remission of maintenance charges may be made.
- b) Any Junior Member who, in the course of his or her academic career, is planning or experiences any material change in their personal circumstances must discuss it with his or her Personal Tutor and with the Principal, Treasurer, or Senior Tutor.
- c) Academic work must have the first claim on the time and effort of all Junior Members; students are expected to work to the best of their ability, to attend all academic appointments, and to produce all required written work punctually.
- d) In order to maintain appropriate peace and quiet in the College community, Junior Members must accept such restrictions as the Dean, after consultation with members of the College, may from time to time impose.
- e) If a Junior Member fails to meet the standard of application and behaviour expected, the College's procedures for academic and decanal discipline may be invoked. These, together with appropriate complaints and appeal procedures, shall be kept under review by the Governing Body and promulgated by means of the College Handbook, web-site and other appropriate media.
- f) The Governing Body reserves the right to require withdrawal by any Junior Member whose residence, whether for want of industry or any other stated reason, is considered by the Governing Body to be no longer desirable
- g) The Governing Body will uphold any disciplinary sanctions imposed on a Junior Member by the University
- h) Any undergraduate standing for a JCR Executive post must consult his or her tutor in advance of the election. No undergraduate on probation for his or her place may seek election to the JCR Executive or to a similar office in a student organization. Undergraduates on report may not seek election to the JCR Executive without their tutor's permission.
- i) Undergraduates in their first year are expected to live in College during Full Term. Any exception to this must have the approval of the undergraduate's Tutor and of the Principal.
- j) An undergraduate or graduate room in College is for single occupancy by the Junior Member to whom it is allocated. Hence Junior Members must strictly observe the limits on the number of occasions when they may entertain a guest overnight, given in the *Deans' Regulations*.
- k) All Junior Members have an obligation to keep themselves informed by checking their pigeonholes and their College e-mail daily, and checking for notices in the Porters' Lodge, in the Front Hall, and on the College web-site [www.some.ox.ac.uk](http://www.some.ox.ac.uk)
- l) It is the responsibility of all students, undergraduate and graduate, to make sure that they can be easily contacted at any time. When not in Oxford, therefore, Junior Members have an obligation to inform the College authorities in advance if they cannot be contacted within three or four weeks over the Vacation.

The **College Statutes** state that the Principal shall be responsible for the discipline of the Students provided that no Student's name shall be removed from the books of the College except by the decision of the Council [Governing Body] and that such decision shall be final [College Statutes, Section II, clause 7]. The Dean, assisted by Junior Deans, normally exercises the Principal's jurisdiction over the discipline of students. The Principal may however suspend rights of access to all or any specified College premises and facilities as necessary (even in a non-disciplinary situation) to protect the College or any of its members, or as an interim measure pending further investigation or disciplinary proceedings. A Junior Member convicted of a criminal offence capable of attracting a sentence of imprisonment may be rusticated, sent down, or expelled by the Governing Body, after due opportunity to make written representations.

In addition, the following rules, regulations and policies are available from the Student Portal at <https://portal.some.ox.ac.uk/sites/students/default.aspx>, and on the college web-site at [www.some.ox.ac.uk/policies](http://www.some.ox.ac.uk/policies).

COLLEGE BY-LAWS<sup>1</sup>

COURSE CHANGE PROCEDURE (FOR UNDERGRADUATES)

DATA PROTECTION POLICY

DISABILITY EQUALITY POLICY

ELECTRICAL REGULATIONS POLICY

EQUAL AND DIVERSITY POLICY

FREEDOM OF SPEECH

GENDER EQUALITY POLICY

HARASSMENT POLICY

HEALTH AND SAFETY POLICY

IT RULES

JCR AND MCR CODE OF PRACTICE

LIBRARY RULES

MEMORANDUM OF GUIDANCE ON THE ROLE OF COLLEGE ADVISERS

MEMORANDUM OF GUIDANCE FOR UNDERGRADUATES AND TUTORS

RACE EQUALITY POLICY

RISK MANAGEMENT POLICY

STUDENT COMPLAINTS AND APPEALS

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<sup>1</sup> The College Statutes are currently under review. A printed version may be consulted on request to the Treasurer.

## PART A

### AIMS AND OBJECTIVES

**Somerville College**, named for the mathematician and astronomer Mary Somerville (1780-1872), was founded in 1879 to open up opportunities for higher education in Oxford to women, who until 1920 were excluded from membership of the University. The insistence of the founding committee that no religious tests or obligations should be imposed on staff or students was controversial at the time, and inaugurated the College's ongoing commitment to the principle of equality of opportunity in education.

In particular, it aims

- A. To provide opportunities to pursue learning at the highest level to all those capable of making good use of them
- B. To promote academic excellence by encouraging intellectual curiosity, critical engagement, and the development of the analytical skills of individual students
- C. To support and promote the research of its Fellows and academics
- D. To maintain a diverse and thriving Fellowship, and encourage cross-fertilization in teaching and research
- E. To support teaching and learning through the provision of adequate and appropriate resources and student/tutor ratios
- F. To safeguard the security of the College's academic provision through effective management of existing resources and increased endowment funds

Decisions about the College and its future are taken by the Governing Body, whose members are individually and severally responsible for the 'direction and management of the affairs of the College' (Statute I.5). The **Governing Body (GB)** consists of the Principal and all Fellows, and is the ultimate authority within the College. A list of members is given overleaf, and is also available on the Student Portal at <https://portal.some.ox.ac.uk/sites/students/default.aspx><sup>2</sup>. The JCR President and Treasurer, and the MCR President, attend for the un-reserved business of GB meetings. Governing Body also has a number of sub-committees which are described in the by-laws, almost all of which have student representatives, which together with a list of current committee members is also posted on the Portal.

Like the general aims, this form of corporate governance is common to all Oxford colleges, but most see the distinctive Somervillian traits as:

- a spirit of openness and inclusiveness;
- a concern about access to learning and research for all, irrespective of background;
- an atmosphere of tolerance;
- a willingness to be unconventional and to consider change;
- a positive view of diversity.

This booklet contains important information about the College, and you should keep it to hand for reference, in conjunction with the College website [www.some.ox.ac.uk](http://www.some.ox.ac.uk).

The College's various policy documents are posted both on the website at [www.some.ox.ac.uk/policies](http://www.some.ox.ac.uk/policies), and on the Student Portal. The College Rules may be found under By-Law 19, and are appended to the Somerville College Student Contract.

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<sup>2</sup> New students will be given access on arrival in College.

## MEMBERS OF GOVERNING BODY

**Principal:** Dame Fiona Caldicott, DBE, BM BCh MA Oxf, MD (Hon), DSc (Hon), FRCPsych, FRCP, FRCPI, FRCGP, FMedSci

**Vice-Principal:** Innes, Joanna (Ms), MA Camb, MA Oxf, *Winifred Holtby Fellow, Tutor in Modern History*

### Fellows (in order of seniority)

**Brown, Lesley (Mrs)**, BPhil MA Oxf, *Centenary Fellow, Tutor in Philosophy*

**Dawkins, Marian (Professor)**, MA DPhil Oxf, *Professor of Animal Behaviour, Tutor in Biological Sciences*

**Erdmann, Karin (Dr)**, MA Oxf, Dr rer nat Giessen, *Tutor in Pure Mathematics*

**Suerbaum, Almut (Dr)**, Staatsexamen Dr phil Münster, MA Oxf, *Tutor in German*

**Stafford, Fiona (Professor)**, BA Leic, MA MPhil DPhil Oxf, FRSE, *Professor of English Language and Literature*

**Gurr, Sarah (Professor)**, BSc ARCS, MA Oxf, PhD Lond, DIC, *Daphne Osborne Fellow, Professor of Plant Sciences, Tutor in Biological Sciences*

**Stone, Richard (Professor)**, MA DPhil Oxf, FIMEchE, CEng, *Professor of Engineering Science, Tutor in Engineering Science*

**McNay, Lois (Professor)**, BA MA Sus, MA Oxf, PhD Camb, *Professor of the Theory of Politics*

**Walczak, Roman (Dr)**, MA Oxf, MSc Warsaw, Dr rer nat Heidelberg, *Reader in Particle Physics, Tutor in Physics*

**Thompson, Benjamin (Dr)**, MA PhD Camb, MA DPhil Oxf, FRHS, *Tutor in Medieval History*

**Spence, Charles (Professor)**, MA Oxf, PhD Camb, *Professor of Experimental Psychology, Tutor in Experimental Psychology*

**Weatherill, Stephen (Professor)**, MA Camb, MSc Edin, MA Oxf, *Jacques Delors Professor of European Law*

**Thakker, Rajesh (Professor)**, MA MD Oxf, FRCP, FRCPath, FMedSci, *May Professor of Medicine*

**Welsh, Jennifer (Professor)**, BA Saskatchewan, MA DPhil Oxf, *Professor of International Relations, Tutor in International Relations, Dean from TT09*

**Wood, Matthew (Dr)**, MB ChB Cape Town, MA DPhil Oxf, *Tutor in Medicine, Keeper of the College Pictures*

**Roberts, Stephen (Professor)**, MA DPhil Oxf, *Professor of Engineering Science, Dean HT09*

**Pulman, Stephen (Professor)**, MA PhD Essex, MA Oxf, FBA, *Professor of Computational Linguistics*

**Morton, Helen (Ms)**, MSc Boston, MA Camb, MA Oxf, *Treasurer*

**West, Philip (Dr)**, MA MPhil PhD Camb, MA Oxf, *Times Tutor in English*

**Dickson, Julie (Dr)**, LLB Glas, MA DPhil Oxf, *Tutor in Law*

**Whiteley, Jeremy (Dr)**, MA PhD Camb, MA DPhil Oxf, *University Director of Personnel and Administrative Services*

**Goold, Benjamin (Dr)**, MA DPhil Oxf, *Tutor in Law*

**Gragnolati, Manuele (Dr)**, Laurea Pavia, MA Oxf, PhD Columbia, DEA Paris, *Reader in Italian Literature, Tutor in Italian*

**Sutherland, Annie (Dr)**, MA Camb, MPhil DPhil Oxf, *Rosemary Woolf Fellow, Tutor in Old and Middle English*

**Anthony, Daniel (Dr)**, MA Oxf, PhD Lond, *Tutor in Systems Pharmacology*

**Hayward, Michael (Dr)**, MA DPhil Oxf, *Tutor in Inorganic Chemistry*

**MacManaway, Norma (Miss)**, MA MPhil Dub, MA Oxf, DEA Paris, *Senior Tutor, Tutor for Admissions, Tutor for Graduates*

**Dignas, Beate (Dr)**, Staatsexamen Münster, MA DPhil Oxf, *Tutor in Ancient History*

**Nowakowska, Natalia (Dr)**, BA MSt DPhil Oxf, *University Lecturer in History, Tutor in History*

**Burton, Jonathan (Dr)**, MA Oxf, PhD Camb, *University Lecturer in Organic Chemistry, Tutor in Chemistry*

**Porter, Mason (Dr)**, BS Caltech, MS PhD Cornell, MA Oxf, *Tutor in Applied Mathematics*

**Meinshausen, Nicolai (Dr)**, MA MSc Oxf, PhD Zurich, *Tutor in Statistics*

**Prowse, Victoria (Dr)**, MA MPhil DPhil Oxf, *Tutor in Economics*

**Lahiri, Aditi (Professor)**, DPhil Brown, DPhil Calcutta, *Professor of Linguistics*

**Simon, Stephen (Dr)** MA Oxf, PhD Harvard, BSc Brown *Tutor in Theoretical Condensed Matter Physics*

**Greaves, Hilary (Dr)**, MA, DPhil Oxf *Tutor in Philosophy*

**Pitcher, Luke (Dr)**, MA, DPhil Oxf *Tutor in Classics*

## PART B: ACADEMIC MATTERS

As a member of Somerville College students are part of an academic community, and academic work must have the first claim on their time and effort. The following section is intended to lay out clearly what the College's academic expectations of undergraduates are, and how it helps them to meet them. It also gives information about the resources available to undergraduates through the College to support you in your studies here.

The short Oxford undergraduate terms are intensively filled with the range of tuition that this University offers: lectures, classes, laboratories (for the scientists) and, not least, tutorials. Subject tutors will help students to plan their courses through their programmes of study. Undergraduates will also need to exploit all the time available to them during the long vacations: these are not just meant to be holidays, or a chance to earn money, but form a vital part of study time while students are enrolled at Oxford.

As you will no doubt remember from your experience of the Admissions process, you have been admitted to the College by academic competition. Whilst the College encourages students to take a full part in the College community and the wider University community, their continued membership of the College is in fact conditional upon their maintaining a satisfactory record of academic work.

Academic work must have the first claim on the time and effort of all junior members. Students are expected to work to the best of their ability, to attend all academic appointments, and to produce all required written work punctually. The general rules of the University governing the conduct of undergraduate and graduate students in residence in Oxford are to be found in the *Essential Information for Students* (the Proctors' and Assessor's Memorandum), which is issued to students on arrival. The College Rules, contained in By-law 19, state that the Governing Body reserves the right to require withdrawal by any undergraduate or graduate student whose residence "whether for want of industry, or any other stated reason" is considered by the Governing Body to be no longer desirable. Somerville's academic disciplinary procedures are given on pages 11-12, and the decanal disciplinary procedures on page 17.

Clearly there will be times when students go through periods of difficulty with their work and this will be viewed sympathetically by tutors, provided that they do their best to keep up a satisfactory level of work at all times. The tutorial system works best when there is a high level of trust between tutor and student, so undergraduates are advised to keep closely in touch with their personal tutors, particularly if they are experiencing some difficulties, be they academic, medical or personal, which may affect their ability to maintain the pressure or standard of work that he or she is requiring. It may well be that students prefer to speak to someone other than their tutors about such matters, and if academic performance is involved, undergraduates are strongly encouraged to speak in confidence to the Senior Tutor, Norma MacManaway, who will be able to advise them of the best course of action.

A reciprocal code of conduct between students and tutors was drawn up and agreed in 2003, and may be found at [www.some.ox.ac.uk/policies](http://www.some.ox.ac.uk/policies).

Progress is monitored in a number of ways. Education Committee, a standing committee of the Governing Body of the College, meets twice a term to discuss educational issues and in particular the progress, industry and conduct of undergraduates and graduates. The Committee awards Scholarships, Exhibitions and Prizes for good work, and deals with matters of academic discipline. The JCR Academic Affairs Representative and an MCR representative attend for the un-reserved business.

At the beginning of each new term, and occasionally at other times, tutors set College examinations for undergraduates known as '**collections**', the purpose of which is to help with the assessment of the progress that undergraduates are making with their studies. They are less formal than University examinations, but good performance and evidence of excellent progress may be rewarded with prizes and a serious view is taken of failure to attend or of inadequate performance (see *Academic Discipline*).

All undergraduates are required to see the **Principal**, Dame Fiona Caldicott, during the academic year for a discussion of academic progress and well-being. Discussion will include the consideration of termly reports and a review of academic progress. Lists of times and dates will be placed in the Lodge; please book an appointment by signing the lists. She is also available, by appointment (through her Personal Assistant (70630, [pa.principal@some.ox.ac.uk](mailto:pa.principal@some.ox.ac.uk)) to offer advice or career guidance or to discuss references. *The following appointments with the Principal must be made:*

First year undergraduates are seen once in the academic year, in Michaelmas Term.

Second year undergraduates are seen twice, at the beginning of Michaelmas Term and during Trinity Term.

Third and fourth year undergraduates are seen once, in Hilary Term.

### **Academic Feedback:**

The College and the JCR value comments on the teaching that undergraduates have received, and **tutorial feedback forms** are distributed electronically to all undergraduates at the end of each term. Constructive feedback is extremely valuable to the College, whether positive or negative. All responses are anonymous and are considered by the Senior Tutor and the Principal, who will take appropriate action. If you have specific concerns about your teaching that you feel unable to discuss with your tutor, you should arrange to do so in confidence with the Senior Tutor, Norma MacManaway ([norma.macmanaway@some.ox.ac.uk](mailto:norma.macmanaway@some.ox.ac.uk)).

Those teaching Somerville undergraduates prepare **termly reports** on them. The Personal Tutor of each undergraduate sees the contents of the report and is prepared to discuss academic progress at any time. Your reports will be read to you at the end of each term; tutors will post notices about report readings *and unless special leave has been granted, no student may leave College at the end of each term until he or she has attended one of these*. Reports are available on-line. Log in to OxCORT at [www.oxcort.ox.ac.uk](http://www.oxcort.ox.ac.uk) using your WebAuth account and you will be able to access those that have been released by your Personal Tutor. Full instructions are given on the web-site. Note that some tutors may prefer to release reports only after you have attended a report-reading in person.

### **Academic Awards<sup>3</sup>**

Education Committee makes awards of **Scholarships and Exhibitions**, initially at the end of the first year of an undergraduate course, for work of special merit. Thereafter, Scholarships and Exhibitions may be awarded at any time for especially good work by an undergraduate. The value of a Scholarship is currently £200 *per annum*, and of an Exhibition, £150 *per annum*. Scholars and Exhibitioners will not receive their awards for any terms in which they are not in residence in Oxford (e.g. because of illness, or spending a year abroad), and their award will be suspended if their absence is medically certified as desirable or if they have leave of absence from the Governing Body of the College. The award will be reinstated when they resume their course. As is customary amongst Oxford colleges, Education Committee annually reviews the progress and attendance of award holders.

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<sup>3</sup> For information on **grants** for books, courses, vacation residence, and other funding, emails will be sent to your University email address during the course of the academic year.

If a Tutor is dissatisfied with the industry, effort or attendance of a Scholar or Exhibitioner, he or she may report this to the Education Committee or the Governing Body, at any meeting of the year, without waiting for the annual review of awards. Similarly, he or she may at any time report particularly good work. An unfavourable report will not normally be made without adequate prior notice to the undergraduate concerned. Though the Governing Body has the right to remove an award at any time for neglect of studies, no award will be taken away unless the holder has been warned beforehand and given an opportunity to improve his or her performance. Holders of Scholarships and Exhibitions awarded by the College are entitled to wear a Scholar's gown.

Education Committee also awards **Prizes** to undergraduates on the results of Long Vacation essays and/or other work prescribed by tutors in each School and on tutors' reports. College Prizes are also awarded to those obtaining a First in Honour Moderations or a Distinction in Moderations or Prelims. A College Prize may be awarded in any subject. The value of a prize is currently £60.

Undergraduate Finalists intending to stay on at Somerville for a post-graduate course may also apply for a **Junior Graduate Scholarship**, of which four are offered, (one in each of the University Divisions: Mathematical, Physical and Life Sciences; Humanities; Social Sciences; Medical Sciences). These are held for one year<sup>4</sup>, and are valued at £1,000 each. They also carry dining rights once a week at High Table for the year and the right to a room in Margery Fry House (the graduate accommodation block) for one year at the usual rate. One of these awards is part-funded by the Somerville Association. Further details and application forms for these awards are circulated to Finalists.

### Course changes

If you have doubts about your choice of course you should speak to your Personal Tutor, or, if you prefer, a Consultative Tutor or the Senior Tutor. Remember that you were admitted to the College because you showed aptitude to study a particular subject, and students are admitted in more or less the numbers for which tutorial teaching can be provided, so there may not be places available on a different course. Anyone being considered for another course will be interviewed again, and in addition to space issues there may be academic reasons why a change may not be possible. The procedure to be followed when wishing to apply to change course may be found by visiting <http://www.some.ox.ac.uk/changing-course>.

### Extra-curricular activities

If you are contemplating election to JCR posts, or other demanding extra-curricular activities, such as holding office in other student organizations, producing plays, editing newspapers or magazines, Blues sports, organizing Balls, or any other commitment likely to make a serious encroachment on the time that you can devote to academic work, you are strongly advised to discuss your plans with your tutors first. More specifically, any undergraduate wishing to stand for JCR President, Treasurer/Vice-President, Equal Opportunities and Admissions Officer or Academic Affairs Representative **must** first receive the permission of his or her tutor<sup>5</sup>. *Involvement in extra-curricular activities will not be regarded as a valid reason for any failings of academic effort or achievement.*

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<sup>4</sup> Further scholarships are available to post-graduate students at the end of their first year.

<sup>5</sup> Somerville's policy on seeking JCR office is available on the college web-site [http://www.some.ox.ac.uk/CMS/files/Standing\\_for\\_JCR\\_Office.pdf](http://www.some.ox.ac.uk/CMS/files/Standing_for_JCR_Office.pdf)

## Academic Discipline

The purpose of all procedures of academic discipline is to identify as early as possible when a student is not working to the best of his or her ability, to help the student to do so and to conclude his or her course successfully. A student shall be deemed to be of '**good academic standing**' if he or she:

- Keeps the residence requirements laid down by the University (see <http://www.ox.ac.uk/students>)
- Passes the First Public Examination (or other examinations laid down by the University as a necessary part of the course)
- Attends all tutorials, classes, and other required academic commitments, except where permission on adequate grounds is obtained, preferably in advance, from the tutor(s) concerned.
- Produces assignments, (essays, problem sheets, reports of laboratory work, translations, etc) and sits Collections with the regularity required by his or her tutor(s), except where permission on adequate grounds is obtained, preferably in advance, from the tutor(s) concerned
- Produces work of an adequate standard, given the student's particular level of ability.

If Tutors consider that a student is failing to meet these expectations he or she may report these concerns to Education Committee. If disciplinary action is taken, the student will be made aware of exactly what is expected either in terms of rules to be observed or of levels of performance to be achieved. Matters of academic discipline will be kept separate from disciplinary action for other forms of misbehaviour, which will not be referred to in any document or discussion dealing with academic discipline. The stages of the academic disciplinary procedure are designed to be transparent and to give every opportunity for you to explain to tutors, to the Senior Tutor, or to the Principal, any special circumstances which should be taken into account in reviewing your situation. All tutors wish to ensure that their students make the best use of their time at Somerville; so long as you do this and work to the best of your ability, you will not be affected by the terms of the Academic Discipline procedure.

### Stages in the academic disciplinary procedure:

1. **Report** (informal warning): a student whose Personal Tutor or Director of Studies raises concerns about his or her fulfilment any of the criteria for good academic standing may be put 'on report' by Education Committee. This will be noted on the student's file, and the student will be given an opportunity to discuss the case with his or her personal tutor, and make the College aware of any mitigating circumstances. If any come to light, they will be placed on record. Tutors will offer advice, and may refer the student to the College Doctor or the Counselling Service for further help. The Principal will usually see the student to discuss his or her general situation. Having been warned, the student will be given a reasonable period of time in which to improve performance and tutors may set targets to be met. Progress will be closely monitored and reported to each meeting of Education Committee. If the standard of work improves sufficiently, the student will be taken off report.
2. **Probation** ('formal warning'): If performance of a student 'on report' does not improve, or if there are serious concerns about a student who is not already 'on report', Education Committee may issue a formal warning and place a student 'on probation' for his or her place. The conditions of probation will be clearly conveyed to the student in a formal letter, which will remind the student of the College's rules and procedures for academic discipline, and will spell out the likely consequences of failure to comply.

The student will be told clearly what is expected of him or her in the future, and how much time is available to achieve this. Where the conditions of probation include achieving a set mark in 'special collections' this will be double blind-marked by external assessors, and in cases where they disagree, the more favourable mark will be used. The Principal will usually see the student and make sure that he or she understands the situation and has the opportunity to make all material circumstances known. An undergraduate who has been given a verbal warning by his or her tutors without yet having been placed 'on report' by Education Committee may be placed directly on probation by the Committee, particularly if time constraints are such that delays would jeopardise the chances of the undergraduate concerned being able to find a place on a course elsewhere.

Under the University's Regulations,<sup>6</sup> an undergraduate who has been placed on probation, in line with these procedures, and who fails one or more papers in the First Public Examination, will not normally be permitted a second attempt, and may be required to withdraw.

3. **Disciplinary Panel:** If Education Committee considers that the conditions which have been laid down for a student 'on probation' have not been met it will convene a formal disciplinary hearing. The Panel will consist of the Vice-Principal<sup>7</sup>, (who is not present for matters of Academic Discipline at Education Committee), the student's tutor, the Senior Tutor, and two non-tutorial fellows. In advance of this hearing, the student will be given a statement setting out the grounds for disciplinary action and a copy of supporting evidence, such as tutors' reports or collection results. He or she will be given the opportunity to bring forward material considerations and mitigating circumstances. The student may choose to be accompanied to this hearing by one or two supporters (if two, one is to be a JCR officer). The student and his or her supporter(s), the Senior Tutor and the student's subject tutor will withdraw before the panel reaches a decision. The panel will convey a recommendation to Governing Body for ratification.
4. **Appeal:** A student may make an appeal against a decision of Governing Body to send him or her down, i.e. to require him or her to withdraw on academic grounds, to the Appeal Tribunal of the Conference of Colleges not more than five days after being notified of the decision. Under the Higher Education Act 2004, certain complaints which the student concerned considers have not been properly dealt with by the College and the Conference of Colleges Appeal Tribunal may be pursued with the Office of the Independent Adjudicator for Higher Education <http://www.oiahe.org.uk/>.

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<sup>6</sup> 3.17. A candidate who fails to satisfy the Moderators in his or her initial examination for the First Public Examination shall be permitted to re-enter for the First Public Examination on one further occasion (in accordance with the regulations governing the re-sit in that subject). The sole exception to this shall be where college academic disciplinary procedures are already in process at the time of the first attempt, and the student has received a written warning which explicitly provides, at least four weeks before the first examination (and subject to the normal college appeal mechanism), that a specified number of failures on identified papers or other elements of the Public Examination at the first attempt will lead to termination of the student's course of study.

<sup>7</sup> Where the Vice-Principal is also the student's Personal Tutor, the Senior Fellow will take the Chair.

## PART C: DECANAL MATTERS

As indicated earlier, the Dean<sup>8</sup>, exercises the Principal's jurisdiction over the maintenance of good order in College, supported by the Junior Deans, Eirini Kotsovili and Justin Moore. These responsibilities include overseeing the general well-being of all Junior Members (undergraduates and graduates alike), providing guidance and support, and helping to regulate behaviour, ensuring that the needs and interests of all members of the College are respected.

All members of College are expected to **show consideration for one another**. The Deans will impose fines for disruptions in College, particularly excessive noise, and other forms of bad behaviour, and will work with all members of college to foster a community in which everyone is treated with courtesy and respect. Violations of the rules set out below may be monitored by the Porters or by the Domestic Bursar and housekeeping staff, and, if necessary, referred to the Deans. Note that these rules are not exhaustive, and may be added to, interpreted, and adapted as the Dean sees fit. **Living in College is a privilege not a right** and serious and/or persistent violations of expected norms of behaviour, (which are summarized in these pages) may lead to penalties imposed by the Deans. All members of College are expected to show consideration for one another.

### Regulations

1. All students sign an undertaking to abide by the College Rules and Regulations on entering Somerville. Please note that By-Law 19 (k) requires all Junior Members to keep themselves informed by checking their pigeonholes and their College e-mail daily, and checking for notices in the Porters' Lodge, in the Front Hall, and on the College web-site [www.some.ox.ac.uk](http://www.some.ox.ac.uk)

### Noise

2. Noise, however generated, which is a nuisance to others, may be a matter for complaint and disciplinary action. Please be especially considerate at night in public spaces, both indoors and out. Anyone who is upset by undue noise should complain first to the noisemaker, then to the Porters' Lodge, and finally to the Deans.
3. Audio and video equipment must not be played in undergraduate rooms, except through headphones, between 11.00 p.m. (midnight on Saturdays) and 8.00 a.m. They may be played *quietly* from 8.00 a.m. to 11.00 p.m., but neighbours' need to work must be respected. Audio and video equipment may be used in JCRs *quietly* at any time, although anyone disturbed by the noise may ask that they are switched off.
4. Musical instruments may not be played in your room except through headphones, or with the Principal's permission
5. The gym door must be closed when the gym is in use. Noise in the gym must not be heard beyond the room itself
6. Mobile telephones must be switched off in the Library, during meetings with the Principal, in tutorials, classes, seminars or lectures, in college committees, in chapel, in Hall, during Collections, and on any other occasion when they may disrupt the academic life, administrative work, or communal social life of the College.

### College buildings and grounds

7. Smoking is not permitted within College rooms or anywhere with the college curtilage.
8. Please respect all college property at all times. Those who cause damage will be charged to have it put right. Charges are also imposed for cleaning up unreasonable mess, including litter on the quad, and vomit. Where individual perpetrators cannot be identified, collective charges are imposed on the residents of corridors of buildings, or the JCR.

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<sup>8</sup> In Michaelmas Term 2009, the Dean will be Professor Stephen Roberts, and from Hilary Term 2010, Professor Jennifer Welsh

9. Please ensure that no activity takes place in public which is likely to offend others living, working, staying or dining in College, and in particular, guests at Guest Night Dinners.
10. Please avoid dropping litter; use the bins provided. The JCR is charged when excessive rubbish is left on the quad.
11. The college gardeners, Robert Washington and David Townsend, work hard to keep the quads and lawns attractive. Please do not walk on the grass in wet weather, and always avoid stepping on verges and flowerbeds, including the corners of borders or lawns. In warm weather you may walk and sit on the lawns, except in Darbshire Quad and the Fellows' Garden, but you must ensure that this does not cause any disturbance, in particular near the Library. In Trinity Term, Chapel Lawn is reserved for the use of those taking examinations, who do not wish to talk.
12. Undergraduates may not keep animals *of any kind* in their rooms, or any common areas

### Gatherings and Events

13. All members of College are responsible for the behaviour of the guest they bring into College, and must accompany their guests at all times.
14. Before 11.00 p.m. gatherings in student rooms must be limited to eight persons.
15. Residents may have no more than one visitor in their rooms after 11.00 p.m. (midnight on Saturdays), and must accompany any visitor entering or leaving College between 11.00 p.m. (midnight on Saturdays) and 8.00 a.m. To enable us to comply with fire regulations, we will need to follow our current procedure which is that overnight guests must be signed in at the lodge.
16. All meetings and parties must end by 10.45 p.m. (11.45 p.m. on Saturdays)
17. Overnight guests may not stay more than two nights consecutively, and may not stay for more than two nights during a seven day period. There are no official College guest rooms, but unoccupied rooms may be available at a charge (contact the Bursary for details).
18. The Deans must be informed in advance of any gatherings of more than twelve people
19. Rooms for meetings and social events may be booked by online application to the Domestic Bursar. Details of how to do this, and a booking form, are available from the College Bursary.
20. Payment for room bookings (where applicable) will be arranged through the Domestic Bursar on approval of the application. Please note that if payment is not received in advance of the event, the college reserves the right to cancel the booking. Where necessary the Domestic Bursar will refer the application to the Decanal Team for approval before confirmation of the booking is made.
21. Somerville members may only book rooms for events that are primarily for members of Somerville College; the person making the booking must be present at the event and is responsible for seeing that regulations are observed, the meeting ends in good time, the room is left in good order, the room is locked and the key is returned to the Lodge. Outside bodies wishing to book rooms should approach the Domestic Bursar directly, not through a Somervillian. In these cases the booking will be on a commercial basis.
22. Park or Vaughan Junior Common Rooms: are booked through the Domestic Bursar, but *in addition* you must obtain prior permission from the JCR President. (Meetings of the JCR, its committees or its formally constituted societies and groups are booked only through the JCR, but the Deans are informed of all meetings.)
23. If not in use for lectures, meetings, or other academic activities **Flora Anderson Hall** may be available between the hours of 9.00 a.m. and 11.00 p.m. for quiet activities only.
24. Applications to use the **Dining Hall** must be made to the Domestic Bursar, who will consult with the Principal, who may also consult with the Deans.
25. In addition to booking through the Bursary, use of the **Chapel** also requires the approval of the Chapel Officer. On some occasions the permission of the Principal may also be required.
26. No informal barbeques may be held in College

27. Bops and Parties with music and/or dancing may only be held in public rooms in College (not in undergraduate rooms) with the permission of the Deans. *Meetings* must be of University or College societies or groups only
28. No public meetings may be held in College. At all meetings, the University Codes of Practice on Freedom of Speech must be adhered to (see [www.admin.ox.ac.uk/councilsec/gov/fos2.shtml#events](http://www.admin.ox.ac.uk/councilsec/gov/fos2.shtml#events))
29. **Fines and charges** may be imposed by the Deans and/or Domestic Bursar for any damage to property in or near the rooms booked
30. No event involving **alcohol** may take place without the prior permission of the Catering & Conference Manager, who is the Designated Premises Licence Holder and handles all requests to hold events in College. Please note that twenty-one days' notice is required for events requiring the approval of local authorities
31. *JCR amplifying equipment* will be issued for undergraduate use only with the signed permission of the Deans, and may be used for no more than two events in any one term beyond the JCR's official events.
32. There are both legal and practical restrictions on serving **food**. Anyone wishing to do so must consult the Domestic Bursar and the Catering & Conference Manager in advance.

### Safety and Emergencies

33. **Vaughan Terrace, and all roofs and parapets** of College buildings are out of bounds: going on to them is a major safety hazard.
34. In an emergency of any kind, the Porters' Lodge should be contacted in the first instance, by telephone (01865 (2)70600) or in person.
35. If you suspect the presence of intruders you should immediately report this to the Lodge, who will contact the police. Other matters that you need to report to the police should be reported also to the Dean (e.g. cases of theft).
36. You should make yourself familiar with the fire regulations posted on your staircase and in your room. You will be required to attend a fire safety lecture in College at the beginning of your first year. **You must vacate your room** when the **fire alarm** sounds, *including* for fire drills, held twice a year unless you have been notified in advance that you do not need to evacuate. You must not re-enter the building until told to do so
37. **Fire safety equipment** must not be tampered with; violations will be reported to the Deans.
38. You should ensure that you follow the College's **Electrical equipment regulations**, a copy of which will have been sent to you with your tenancy agreement.
39. Personal electric heaters must not be brought into College. A limited number of approved heaters may be made available in periods of severe cold.
40. **Candles** and similar items (i.e. joss sticks/incense) may not be lit in rooms or common areas.
41. Do not leave items on **windowsills**; they create a hazard to anyone passing or working beneath.
42. Accidents on College premises should be reported to the Porters' Lodge, to reduce the likelihood of recurrence. The Porters will notify the first-aider on duty, if required. The College gardeners endeavour to keep paths clear of snow, ice and leaves. Please inform the Bursary of any areas that may have been missed and arrangements will be made to clear them.
43. Each JCR and MCR member may obtain a free **personal security alarm**: from the JCR Women's Officer or MCR Welfare Officer. In addition, some alarms are available for borrowing from the Lodge.
44. Your Access card allows you to pass through all doors in college to which you have right of entry. Your **late key** allows you to enter by the main gate after it is locked at dusk or 8.30 p.m. It also allows access through the Vaughan and Walton Street Gates until 11 p.m. Please ensure that doors and gates have shut after you have passed through them. **You must not let anyone else through a gate or door after you if they do not have the relevant late key or Access Card**: to do so poses a significant security risk.

45. Keys and cards are issued by the Porters' Lodge, against a deposit. **You must never lend any key or Access Card to anyone, most especially to a non-Somervillian.** Loss or theft of any card or key (front gate, room, late, gym) must be reported to the Lodge; if you don't find it/them after two days, you will be charged for replacements. You may also be fined, especially on a second occasion. Under no circumstances should keys be duplicate
46. Whenever you leave your room, even for a short period of time, **always lock it.** Be careful to close (and where applicable, lock) windows, especially on the ground floor. Be sensible about your possessions; **never** leave a purse, wallet, handbag, laptop or phone unattended in the Library, outside Hall, or in other public areas.
47. Please note that the college has a number of **CCTV cameras** located to cover entrances and outside areas only. The cameras are operated in accordance with strict guidelines.

### **Vehicles**

48. Bicycles should be left in bicycle racks; note that the racks under the Bursary which are reserved for SCR and members of staff only. Bicycles may not be ridden in College, and must not be left in the traffic entrance, under the Lodge archway, in rooms, common areas or within College buildings. Offending bicycles are liable to be removed without warning.
49. You are required to register your bicycle at the Lodge. From time to time the College will conduct a bicycle cull and unregistered bicycles will be removed
50. Motorcycles and cars may not be brought in to college on any occasion. There is no car parking space available within the College or surrounding external accommodation locations
51. The City Authorities permit luggage to be loaded and unloaded at the gates; a notice obtainable from the Lodge should be displayed in vehicles while loading or unloading

### **Publicity and Campaigning**

52. Posters may be displayed in college as long as they comply with the law (but only on designated notice-boards).
53. The pigeonholes may only be used for announcements of events, not for distribution of campaigning material. The exception is at local or national elections, when each candidate or political party may pidge one leaflet to each student; this must be carried out by a Somervillian, and at a time convenient to the Lodge.
54. Political canvassers are not permitted to operate in college; they must not knock on doors or approach college members on the premises.
55. Hustings meetings will be organized for the airing of views. For details, and guidelines on posting and 'pidgeing' please contact the JCR President
56. Posters should only be put on designated notice boards, not on doors, walls or buildings. You should not remove or cover any college information on general notice boards, especially health and safety information
57. You must not invite or allow any commercial activity (such as filming, selling goods or insurance, or commercial performers) to take place in College without the Dean's approval. If you are troubled by such activity, report it to the Lodge

### **College Library**

58. The Library Rules are given on the College website at [www.some.ox.ac.uk/policies](http://www.some.ox.ac.uk/policies), and the Student Portal at <https://portal.some.ox.ac.uk/sites/students/default.aspx>

### **Information Technology**

59. Computing resources must be used in accordance with the regulations set out at <http://www.some.ox.ac.uk/it-rules>. Violations of these rules will be monitored by the IT Systems Manager in the first instance, and if necessary, referred to the Deans

## Stages in the Decanal Disciplinary Procedures

1. **Penalties:** the Decanal Team may impose penalties in proportion to the gravity of the offence and/or the frequency of its occurrence, and also to the defendant's ability to comply, as follows:
  - a) A fine, to a maximum value of one week's residence, currently fixed by the University at £117.18
  - b) Community Service (to the same value)
  - c) Suspension from some College privileges, to include social and recreational facilities and premises (e.g. Bar, gym, common rooms, guest nights), but nothing which will affect the student's academic work (e.g. Library, tutorials, although in some circumstances it may be necessary to exclude students from use of computing facilities) or access to welfare provision.

Offenders may **appeal** the penalty to the Dean and Principal; however, in accordance with the College Rules (By-law 19), the Principal's decision will be final.

2. **Disciplinary Panel:** the Dean may invoke a Disciplinary Panel to hear a case against a student if:
  - a) The Dean wishes to recommend the imposition of penalties beyond those defined above
  - b) The Dean considers misconduct to be persistent;
  - c) The Dean considers an offence to be serious misconduct, such as (but not limited to): violent or threatening behaviour; sexual, racial or other forms of harassment; procuring, possessing, using or supplying illegal drugs or other substances in a manner likely to cause danger to self or others; such cases are likely to be taken up by the Police, either in addition or instead of the College; willful interference with fire prevention or other safety equipment; infringement of the University's or the College's Rules on computer use; misconduct damaging to the reputation of the College, or a student has incurred a University sentence of suspension which, in the Dean's opinion, should be matched by a similar College sanction.
  - d) A student incurs a University sentence of expulsion or rustication, which merits a matching sanction by the College.

The Dean will consult the student's Tutor before invoking the Panel. The Panel shall consist of: a Chairman, normally the Vice-Principal, unless s/he is unavailable, or has a close connection with the student likely to, or likely to be perceived to, impair in any way his/her ability to reach a judgment unaffected by matters extraneous to the case; in which case the Senior Fellow, or next most Senior Fellow available and without a close connection; a Tutorial Fellow, nominated by the Senior Fellow (or Vice-Principal, if the Senior Fellow is Chairman); and a non-Tutorial Fellow, similarly nominated. None should be a student's Tutor, or have any close connection with the student as above.

## PART D: FINANCIAL MATTERS

A comprehensive Guide to Student Finance is issued to all students early in Michaelmas Term and is also available at <http://www.some.ox.ac.uk/ug-financial-guide>.

Undergraduates will be communicated with during the summer vacation with guidance on the **fees and accommodation charges** to which they will be subject. Fees and charges are billed prior to the start of each term, which together with any unpaid balances brought forward from the previous term must be paid by Friday of 0<sup>th</sup> week. A second battels statement is circulated before the end of 3<sup>rd</sup> week, incorporating miscellaneous charges (including vacation residence). This must be paid by Friday of 4<sup>th</sup> week. If for any reason you are unable to pay by this date, you must contact the College Accountant *before* the due date. More often than not special arrangements for delayed payments can be made, where justified by circumstance.

*However, failure to contact the Treasury to make such arrangements will be taken as implying unwillingness, rather than inability, to pay.* This could result in certain sanctions being taken against non-payment:

- Depending on the size of the debt, a fine of between £5 and £10 *per* week will be imposed on balances not paid, up until payment is made, or arrangements for deferred payment have been agreed with the College Accountant
- Students who have unauthorized debts will be included in a list of defaulters, which will be presented to the Governing Body. Those whose names appear on this list may not, for instance, be permitted to attend special College dinners or functions, or to book College rooms for guests or functions
- If the account has not been settled by the end of the term to which it applies, the student concerned may not be permitted to return into residence until the debt (including any penalty) has been paid. In such cases, future rights to college accommodation may be restricted.
- The College will not put forward for conferment of a degree the name of any student who has debts outstanding to the College, (including the non-return of library books).

If action of this sort is taken against any student for non-payment of battels, and he or she believes that this has been done unfairly, the College's procedure for Complaints and Appeals may be invoked; further information is available at <http://www.some.ox.ac.uk/policies>

One of the responsibilities of the **College Accountant**, Mr Andrew Kingston, is to give advice to students on financial matters, particularly in cases of financial difficulty. If you have money worries, potentially serious or not, or if you just feel that you could benefit from some advice about how to handle your financial affairs, please arrange to see him. He may be contacted through a member of the Treasury staff (70624) or by email ([andrew.kingston@some.ox.ac.uk](mailto:andrew.kingston@some.ox.ac.uk)). Anything that you say and any information that you provide will be treated in confidence.

## PART E: WELFARE MATTERS

Somerville has invested considerable effort in creating an ethos of support for its students, and has devised its welfare structures with this in mind. Below you will find a long list of College officers who can assist you if and when you require support of almost any kind. The College's efforts are motivated not only by our 'duty of care' while students are affiliated with the College, but also from a strong belief that healthy and happy students perform better in their academic work, as members of the community, and in their extra-curricular pursuits.

Those College Officers with welfare responsibilities must sometimes exchange information about students in order to exercise their legal duty carefully, but in doing so they have specific codes of practice to ensure that they comply with legislation on data protection and confidentiality. To better coordinate pastoral and academic care, and to support welfare efforts, the College has a **Welfare Circle** which shares information in anonymized form, or conforms to the College's codes of practice on confidentiality and the circulation of welfare information.

### **General Sources of support:**

The **Principal**, Dame Fiona Caldicott, is the Head of the College and chairs Governing Body and most other College committees, including Education Committee. An appointment may be made to see the Principal at any time to seek help or advice by contacting her Personal Assistant ([pa.principal@some.ox.ac.uk](mailto:pa.principal@some.ox.ac.uk)). The Principal will be seeing all undergraduates and graduates individually during the academic year. Details are given on page 8.

**Consultative Tutors:** although your Personal Tutor or College Adviser will be your first port of call, if for any reason you prefer not to approach your tutor, (for example, because you don't want to involve your academic tutors in any personal, practical or financial difficulties that you are experiencing) you may approach any of the College's Consultative Tutors, who will give advice if he or she can about any personal or practical problem, or suggest other people to whom you might talk. All such approaches will be confidential, unless you give consent for the matter to be discussed with others. (In certain cases the tutor consulted may seek advice from another Tutor.) It should be stressed that these tutors are not professional counsellors, and are not substitutes for the professional counselling available through the University (see <http://www.admin.ox.ac.uk/shw/counserv.shtml>). They have special responsibility for liaising with the University in relation to complaints of harassment, though you may approach your Personal Tutor or any other appropriate person for advice in such a case.

The Consultative Tutors are currently: Professor Sarah Gurr (Tutor in Biology), and Professor Stephen Weatherill (Jacques Delors Professor of European Law). To contact either of these, leave a note in his or her pigeonhole. (Note that for certain sorts of practical advice, you should go in the first place to the Senior Tutor, the Academic Administrator, the Assistant Academic Administrator, the Domestic Bursar or the College Accountant.)

The **Dean**, (Professor Steve Roberts in Michaelmas Term 2009, and Professor Jennifer Welsh in Hilary and Trinity Terms 2010), and the two **Junior Deans** (Eirini Kotsovili and Justin Moore) are available to assist students with issues relating to their life in College or their general welfare. **One of the Junior Deans is on duty every evening, night and weekend during term** (0<sup>th</sup> – 9<sup>th</sup> week in Hilary and Trinity Terms, 0<sup>th</sup> – 10<sup>th</sup> week in Michaelmas Term). If you need advice during the day however, you should normally contact your Tutor, the Assistant Academic Administrator, Academic Administrator, the Head Porter, or a Peer Supporter. For emergencies, or complaints about others' behaviour or noise, contact the Porter on duty in the Lodge in the first instance (70600).

The **University's Counselling Service** is located at 11 Wellington Square (70300). You may telephone or visit to arrange an appointment to see a counsellor. The Service's Web page is at <http://www.admin.ox.ac.uk/shw/counserv.shtml>.

A number of students have been trained by the University Counselling Service to offer **peer support**. All conversations with them are confidential. The names of the current peer supporters are announced on posters around the College.

The University's website on **Student Health and Welfare** ([www.admin.ox.ac.uk/shw](http://www.admin.ox.ac.uk/shw)) provides access to a wide range of health and welfare activities including advice about physical and mental health services, hardship, abuse and bereavement.

## F: HEALTH AND WELL-BEING

If your academic work is interrupted at any time by health problems it is vital that your **Personal Tutor or College Adviser** be informed.

**All students are required to register with a doctor in Oxford as permanent patients for the duration of their course.** If you choose not to register with the College Doctor it is a requirement that you inform the Bursary of the name and contact numbers of the practice with which you are registered so that appropriate action may be taken in an emergency. Lists of other practices are available from the Bursary.

There are a number of qualified first-aiders in college. In an emergency, contact the Lodge (70600). The College Doctors (Dr Helen Steel, Dr Robert Mather, Dr Peter Williams, and Dr Karen Howie) are members of a partnership with which the College has a special arrangement for the care of its students and other members. They may be seen by appointment (or without, in an emergency, but please telephone first 311005) at the North Oxford Medical Centre, 96 Woodstock Road, close to the College. There will be a doctor or nurse in College each day during term-time to see any students who need medical help; no appointment is needed. For more information see Section: Health Matters.

## PART G: RESIDENCE REQUIREMENTS

### College Residence requirements for undergraduates

- a) Undergraduates **in their first year are all required to live in college.** Exceptions (i.e., allowed to live out) are: (a) on medical grounds; (b) members of religious orders; (c) married students. The Principal's permission must be sought in all cases. Note: 'College' includes College houses.
- b) The room ballot for subsequent years is run by the JCR Welfare representatives, from whom details are available. An undergraduate allocated a room in the Hilary Term ballot for the following October may not withdraw from that commitment once an agreement has been signed. Anyone doing so will be responsible for the rent of the room for the year unless and until another (Somervillian) occupant approved by the College who does not already have a College room has signed an agreement for that period.
- c) In order to ensure that as many undergraduates as possible can secure rooms in College, any UK undergraduate who fails the first public examination in June will be informed that he or she loses any room allocated to them and will move to the bottom of the waiting list. A room will be allocated to that student (if available) only after he or she has passed the re-take of the examination
- d) When living out **it is an essential college requirement** that you inform the Bursary of your address and telephone number (through the Lodge) by *Monday of 0<sup>th</sup> week in Michaelmas Term at the latest*,

**University residence requirements for undergraduates:** Undergraduates are reminded that the College and the University expects them to be resident in Oxford during Full Term in order to pursue their course. Minimum residence requirements are set out in the *University Examination Decrees and Regulations*. These Regulations require undergraduates to keep residence for 42 days each term. Entry for Final Honour School examinations requires certification of nine term's residence (or twelve in the case of four-year courses).

## Annual re-registration

All *returning* undergraduates (not 'freshers'), whether living in College or out, are required to register their return by signing in at the **Porters' Lodge before 2 pm on the Thursday of 0<sup>th</sup> week** of each new term. ***This requirement also applies to those who have been in Oxford throughout the vacation.***

In addition, the University requires all students to register online before the start of each academic year of their course. For courses which started in Michaelmas Term, registration must be complete by the start of that term, with the same pattern applying for courses which started in Hilary and Trinity terms. Each student has a personal online registration page, which can be accessed through the online Student Self Service facility, using the Oxford Single Sign-On username and password provided to you before the start of your course. The registration log-in page can be found by visiting <http://www.ox.ac.uk/students/>. Registration opens on 1 September and closes at 4 p.m. on Friday 16 October. Those who fail to register by the deadline given risk losing their access to University email and library services. Registering releases loans provided by the Student Loans Company (SLC) and associated organisations, and may also be required for the release of scholarships and awards from other bodies. **Overseas Students** will be communicated with individually about their visa requirements.

**Absences:** in order to be able to meet these and internal College requirements, all undergraduates intending to be away from Oxford overnight must sign the Leave Book in the Lodge. *Undergraduates forced for any reason, including illness, to depart without having signed the Leave Book should ensure that the Lodge is notified of their absence as soon as possible.* **Absence from Oxford should not conflict with your academic commitments.** Your Personal Tutor (not just your academic tutor) should be consulted in advance of any absences of more than a day or two, or if your academic work will be in any way affected.

**Temporary absence through illness:** where an undergraduate is absent because of illness and therefore unable to keep the required 42 days' residence, it may be possible for him or her to be exempted if a recommendation is made by his or her Tutor to the Proctors. This recommendation must be accompanied by a suitable medical certificate; the conditions laid down for dispensation from statutable residence are contained in Ch.VI, Sect. 1A of the *Examination Decrees and Regulations*. Dispensation, it will be noted, still requires payment of University tuition fees. It is important that you understand and comply with these regulations. It is especially important for undergraduates who are living out to ensure that the College Authorities are kept informed of their movements if they fall ill or are obliged to return home for any reason.

**Temporary intermission (suspension of undergraduate studies) through illness:** when an undergraduate intermits (suspends his or her studies) because of illness, his or her Personal Tutor must be kept closely informed throughout. Education Committee will set the medical and academic conditions for his or her return. These conditions will usually include the requirement that undergraduates satisfy both their tutors and the college doctor of their fitness to resume work in time for a recommendation to that effect to be made to Education Committee in the term preceding the expected date of return. Undergraduates may also be required to contact their Personal Tutor to discuss reading and preparation. Every attempt will be made to provide accommodation in College for those returning to take Public Examinations but availability cannot be guaranteed and undergraduates are advised to contact the Bursary as early as possible.