



SOMERVILLE COLLEGE OXFORD

'THE YELLOW PAGES'



IMPORTANT INFORMATION FOR UNDERGRADUATE STUDENTS
Michaelmas Term 2010

This booklet contains important information about the College, and you should keep it to hand for reference, in conjunction with the College website

http://www.some.ox.ac.uk/188/all/1/Student_Life.aspx

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

- A SOMERVILLE COLLEGE (pages 3-9)
 - A1 College Rules
 - A2 Aims and Objectives
 - A3 Membership of Governing Body
 - A4 College Committees

- B UNIVERSITY REGULATIONS (page 10)

- C ACADEMIC MATTERS (pages 11-16)
 - C1 Academic Standards
 - C2 Academic Feedback
 - C3 Academic Awards
 - C4 Changing course
 - C5 Extra-curricular activities
 - C6 Academic Discipline

- D DECANAL MATTERS (pages 17-23)
 - D1 Deans' Regulations
 - D2 Decanal Disciplinary Procedures

- E FINANCIAL MATTERS (page 24)
 - E1 Payment of battels
 - E2 Non-payment of battels

- F WELFARE MATTERS (pages 25-26)
 - F1 Sources of support

- G HEALTH AND WELL-BEING (page 26)
 - G1 Registering with an Oxford doctor
 - G2 Notifying Tutors of health problems

- H DISABILITY SERVICES (page 26)

- I RESIDENCE REQUIREMENTS (pages 27-31)
 - I1 University residence requirements
 - I2 College residency
 - I3 Annual and Termly registration
 - I4 Brief absences from Oxford
 - I5 Temporary intermission (suspension of study)

- J COMPLAINTS AND APPEALS (page 32)
 - J1 Academic issues
 - J2 Non-academic issues
 - J3 Decanal issues

PART A: SOMERVILLE COLLEGE

A1. 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.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. The Governing Body will uphold any disciplinary sanctions imposed on a Junior Member by the University.
8. 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.
9. 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.
10. 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.

11. 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
12. 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 on the college web-site at www.some.ox.ac.uk/policies. These are not intended to be exhaustive, but to form the basic ground rules for living and learning in the College Community. University regulations and resources for undergraduate students may be consulted through the Student Gateway at <http://www.ox.ac.uk/students>

COLLEGE BY-LAWS¹

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

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

A2. 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 pursue academic excellence by encouraging intellectual curiosity, critical engagement, and the development of the analytical skills of individual students and to support teaching and learning through the provision of adequate and appropriate resources and student/tutor
- c) to maintain a varied and thriving Fellowship
- d) To support and promote the research of Fellows and Academics
- e) To foster disciplinary and interdisciplinary diversity through academic collaboration
- f) To safeguard the security of the College's academic provision through effective management of existing resources and increased endowment
- g) To fulfil the College's obligations under the Charities Act
- h) To work with commitment within the collegiate University
- i) To be a good employer to all staff

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

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

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>². 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.

² New students will be given access on arrival in College.

A3. Members of Governing Body³

Principal: Dr Alice Prochaska, DPhil FRHistS

Vice-Principal: Ms Joanna Innes, 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, Tutor in 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 (to end Michaelmas Term 2010)*

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, Tutor in Engineering*

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*

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

³ JCR and MCR representatives attend for un-reserved business

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, Dean January – December 2011*

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, *Tutor in History*

Burton, Jonathan (Dr), MA Oxf, PhD Camb, *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*

Ashdown, Michael James, MA Camb, BCL MA Oxf *Tutor in Law*

Higgins, Matthew Kenneth, BA PhD Camb *Tutor in Biochemistry*

Kemp, Simon Robert, BA Oxf, MPhil PhD Camb *Tutor in French*

Rogers, Alex David, BSc PhD Liv *Tutor in Conservation Biology*

Reynolds, Carol, MA, FCIPD *Domestic Bursar*

A4. College Committees⁴

Education Committee is composed of the Principal (in the Chair), the Vice-Principal, Senior Tutor, Treasurer, and one Fellow Tutor from each Honour School, nominated by the Tutors in that School. The Agenda is divided into two parts: Part A and Part B, the latter containing Reserved Business. The Librarian attends for Part A, and Library Committee reports to Governing Body via Education Committee (see By-Law 10). The MCR and JCR Academic Affairs representatives may attend for Part A. Each Honour School may also nominate one Lecturer to serve on the Committee. The Academic Administrator acts as Secretary. The Committee normally meets at least twice a term to consider such educational questions as may from time to time arise and in particular:

- a) policies relating to teaching and learning
- b) the progress, industry and conduct of undergraduates and graduates
- c) the awarding of Scholarships, Exhibitions and Prizes from the appropriate funds, and carrying out an annual review of award holders
- d) examination results
- e) the awarding of course and travel grants from the appropriate funds
- f) the initiation of the College's academic disciplinary procedures in cases of students who fail to meet the standard of application and attendance expected by his or her Tutor.

⁴ The full list is published in the College by-laws, available at www.some.ox.ac.uk

Equality Committee is composed of the Principal (in the Chair), one Fellow, the Treasurer, Senior Tutor, Domestic Bursar, Personnel Officer (who is also the Equality Officer), Academic Administrator (who is also the Student Welfare and Disability Officer), Chapel Director, one representative each from the JCR and MCR, one member of academic staff and one member of support staff. The Personnel Officer acts as Secretary to the Committee. The Committee normally meets once a year to review the College's equality policies, and to monitor the relevant statistics and action plans.

Finance Committee is composed of the Principal (in the Chair), the Vice-Principal, four Fellows who normally serve for at least two years, the Senior Tutor, Domestic Bursar, and Treasurer who acts as Secretary to the Committee. The Governing Body may co-opt not more than three specially qualified persons, whether members of the College or not. The Agenda is divided into two parts: Part A and Part B, the latter containing Reserved Business. The JCR President and Treasurer, and the MCR President and Treasurer, may attend for Part A. The Committee normally meets at least twice in each term to consider such financial questions as may from time to time arise, and in particular:

- a) To scrutinize the annual and management accounts, and financial reports presented by the Treasurer
- b) At such times as may be agreed upon, to approve a forward estimate of revenue and expenditure for each financial year
- c) To review twice each year the state of the college's investments and properties
- d) To authorize exceptional expenditure from revenue and to make recommendations to Governing Body in respect of capital expenditure
- e) To keep under review the terms and conditions of administrative and domestic appointments
- f) To consider other financial issues, as appropriate

Finance Sub-Committee is composed of the Principal, Vice-Principal and Treasurer, together with two senior fellows, at least one of whom will normally have already served as a member of Finance Committee. The sub-committee shall be convened when required to discuss important issues, and issues of sensitivity.

Library Committee is composed of the Vice-Principal; four Fellows nominated by Governing Body to represent respectively the Humanities, the Social Sciences, the Mathematical, Physical and Life Sciences, and the Medical Sciences; one representative each from the MCR and the JCR; the Librarian, and the Assistant Librarian. The Vice-Principal serves as Chairman and the Assistant Librarian as Secretary. The Library Committee is responsible for the general administration of the Library and the disbursement of library funds. It normally meets at least once a term and reports to the Governing Body *via* Education Committee.

Standing Committee is composed of the Principal (in the Chair), Vice-Principal, Treasurer, Senior Tutor, together with four Tutorial Fellows, each representing one of the four Divisions of the University. Those other members of the Governing Body who wish to attend should advise the Senior Tutor beforehand of their intention to do so. Heads of Departments not already represented on the Committee (e.g. Bursary, Library) may be invited to attend for discussions of issues of particular interest. The Standing Committee is not a decision-making body but may be asked by Governing Body to take on a delegated authority for operational decisions when the constraints of the timetable of Governing Body meetings require this, e.g. when a decision must be finalized following further enquiry or consultation prior to the next meeting of Governing Body, or during the Long Vacation.

The Committee normally meets two or three times a term

- a) To agree the agenda for meetings of Governing Body
- b) To develop academic and other strategies for the College, and to monitor decision-making, and developments that bear on these strategies
- c) To consider academic appointments and bids for association with University posts
- d) To consider requests for buy-outs and leave, with particular attention to their impact on teaching resources
- e) To receive the reports of ad hoc working groups
- f) To discuss items which by reason of their complexity and difficulty are beyond the remit of other committees, or which need further attention beyond that given to them in a specialized committee, e.g. Buildings Committee, Finance Committee
- g) To give close consideration to policy issues within the wider University, and external bodies, in preparation for consultation with Governing Body.

PART B: UNIVERSITY REGULATIONS

University Regulations are additional to the Rules and By-laws of individual colleges; student members are therefore expected to observe two sets of (complementary) disciplinary regulations. Those studying for certain degrees which are regarded as professional qualifications may also be expected to observe codes of conduct that have been drawn up by the University in consultation with the external bodies concerned; details will be provided by the relevant departments. Note also that University and College Disciplinary codes do not supplant the law of the land, and local government by-laws, all of which students must observe (like everybody else).

See: http://www.admin.ox.ac.uk/proctors/info/pam/section10.shtml#_Toc102 for regulations on general conduct. The powers of the University Proctors are described at <http://www.admin.ox.ac.uk/proctors/info/pam/section11.shtml>, and the University's complaints procedure at <http://www.admin.ox.ac.uk/proctors/info/pam/section13.shtml>

The Proctors' and Assessor's Memorandum is distributed to students each year, and may also be consulted on the University's web-site at <http://www.admin.ox.ac.uk/proctors/info/pam/index.shtml>. It contains essential information for Students, covering the following issues:

- ▶ [Section 2: Welfare Matters](#)
- ▶ [Section 3: Safety and Security](#)
- ▶ [Section 4: Oxford University Student Union](#)
- ▶ [Section 5: Sport, Clubs and Recreation](#)
- ▶ [Section 6: University Academic Support and other services](#)
- ▶ [Section 7: Residence](#)
- ▶ [Section 8: Intellectual Property and Students](#)
- ▶ [Section 9: Examinations](#)
- ▶ [Section 10: Conduct](#)
- ▶ [Section 11: Disciplinary Procedures](#)
- ▶ [Section 12: Medical Incapacity](#)
- ▶ [Section 13: Complaints Procedures](#)
- ▶ [Appendix A: Integrated Equal Opportunities Policy](#)
- ▶ [Appendix B: Code of Practice on Harassment including Bullying](#)
- ▶ [Appendix C: Matters Relating to the Student Union](#)
- ▶ [Appendix D: Code of Practice on Freedom of Speech](#)
- ▶ [Appendix E: Intellectual Property Policy](#)
- ▶ [Appendix F: Regulations of the Rules Committee](#)
- ▶ [Appendix G: Regulations Relating to the use of the Facilities of the Oxford University Library Services](#)
- ▶ [Appendix H: Regulations Relating to the use of Information Technology Facilities](#)

PART C: ACADEMIC MATTERS

C1. Academic Standards:

As members 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.

Students are expected to work to the best of their ability, to attend all academic appointments, and to produce all required written work punctually. Academic work must have the first claim on the time and effort of all junior members. 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 11-13, and the decanal disciplinary procedures on pages 18-19.

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.

C2. Academic Progress

Academic 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.

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.

Furthermore, all undergraduates are required to attend a brief individual meeting with the Principal, Dr Alice Prochaska, during the academic year. Discussion will include the consideration of termly reports and a review of academic progress, as well as general well-being. Meetings will be arranged in year groups and notices of dates will be sent out by the Academic Office. These meetings are compulsory, and every effort will be made to fit the timings with students' individual academic commitments. The Principal is also available, by appointment (through her Personal Assistant (70630, pa.principal@some.ox.ac.uk) to offer advice or career guidance or to discuss references.

C3. Academic Feedback:

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 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.

We also 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, 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)

C4. Academic Awards:

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. This is done in Michaelmas Term of each 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.

C5. 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>.

C6. Extra-curricular activities:

Academic work must have the first claim on the time and effort of all junior members. 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 tutor⁵. Involvement in extra-curricular activities will not be regarded as a valid reason for any failings of academic effort or achievement.

C7. 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:

- a) Keeps the residence requirements laid down by the University (<http://www.ox.ac.uk/students>)
- b) Passes the First Public Examination (or other examinations laid down by the University as a necessary part of the course)
- c) 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.
- d) 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
- e) 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 procedures 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.

⁵ Somerville's policy on seeking JCR office is available on the college web-site http://www.som.ox.ac.uk/CMS/files/Standing_for_JCR_Office.pdf

Stage One: (informal warning): a student whose Personal Tutor or Organizing Tutor raises concerns about his or her fulfilment of 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 help⁶. 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.

Stage Two: (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 given a clear timetable for achieving these expectations. 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 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.

Note that under the University's Regulations,⁷ 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.

⁶ See also page 21 *Welfare matters*

⁷ 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.

Stage Three: (disciplinary hearing): 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-Principal⁸, (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 written 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 written recommendation to Governing Body for ratification.

Appeals: a student may appeal a decision of Governing Body to send him or her down, i.e. to require him or her to withdraw on academic grounds, by approaching 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/>.

⁸ Where the Vice-Principal is also the student's Personal Tutor, the Senior Fellow will take the Chair.

PART D: DECANAL MATTERS

As indicated earlier, the Dean, assisted by the Junior Deans, exercises the Principal's jurisdiction over the maintenance of good order in College⁹. 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, damage to property, 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 (see page 22).

D1. Deans' 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, checking for notices in the Porters' Lodge, in the Front Hall, and on the College web-site www.some.ox.ac.uk
2. The Dean makes the Deans' Regulations, in consultation with other members of the College (see College Rules page X). Substantive changes will be reported to Governing Body.
3. The Dean may impose penalties in proportion to the gravity of the offence, and/or the frequency of its occurrence (see page Y). In certain circumstances, the Dean may invoke a Disciplinary Panel to hear a case against a student (see page Z).

Noise

4. 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.
5. 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.
6. Musical instruments may not be played in your room except through headphones, or with the Principal's permission

⁹ The Principal shall be responsible for the discipline of members of the College *in statu pupillari*, provided that no name shall be removed from the books of the College except by the decision of the Governing Body in a Stated Meeting and that such decision shall be final (College Statute II para 7)

7. The gym door must be closed when the gym is in use. Noise in the gym must not be heard beyond the room itself
8. 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

9. **Smoking is not permitted** within College rooms or anywhere with the college curtilage.
10. 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.
11. 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.
12. Please avoid dropping litter; use the bins provided. The JCR is charged when excessive rubbish is left on the quad.
13. 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.
14. Undergraduates may not keep animals of any kind in their rooms, or any common areas

Gatherings and Events

15. All members of College are responsible for the behaviour of the guest they bring into College, and must accompany their guests at all times.
16. Before 11.00 p.m. gatherings in student rooms must be limited to eight persons.
17. 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, they will need to follow the College's current procedure which is that overnight guests must be signed in at the lodge on each occasion.
18. All meetings and parties must end by 10.45 p.m. (11.45 p.m. on Saturdays)
19. Overnight guests may not stay more than two nights consecutively, and may not stay for more than two nights during a seven day period¹⁰. There are no official College guest rooms, but unoccupied rooms may be available at a charge (contact the Bursary for details).
20. The Deans must be informed in advance of any gatherings of more than twelve people
21. 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.

¹⁰ Note: this applies even when a guest is visiting more than one member of the College; that is, he or she may not spend two nights with one and then two nights with another

22. 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.
23. 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.
24. 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.
25. 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.)
26. 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.
27. 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.
28. 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.
29. No informal barbeques may be held in College at any time.
30. 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; No public meetings may be held in College.
31. At all meetings, the University's Codes of Practice on Freedom of Speech must be adhered to www.admin.ox.ac.uk/councilsec/gov/fos2.shtml#events
32. Fines and charges may be imposed by the Deans and/or Domestic Bursar for any damage to property in or near the rooms booked
33. 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
34. 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.
35. 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

36. Vaughan Terrace, and all roofs and parapets of College buildings are out of bounds: going on to them is a major safety hazard.
37. In an emergency of any kind, the Porters' Lodge should be contacted in the first instance, by telephone (01865 (2)70600) or in person.

38. 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).
39. 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
40. Fire safety equipment must not be tampered with; violations will be reported to the Deans.
41. 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.
42. Personal electric heaters must not be brought into College. A limited number of approved heaters may be made available in periods of severe cold.
43. Candles and similar items (i.e. joss sticks/incense) may not be lit in rooms or common areas.
44. Do not leave items on windowsills; they create a hazard to anyone passing or working beneath.
45. 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 Porters' Lodge of any areas that may have been missed and arrangements will be made to clear them.
46. 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.
47. 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.
48. 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 duplicated.
49. 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.
50. 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

51. Bicycles should be left in bicycle racks; note that the racks under the Bursary 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.
52. 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.
53. 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.
54. 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

55. Posters may be displayed in college as long as they comply with the law (but only on designated notice-boards).
56. 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.
57. Political canvassers are not permitted to operate in college; they must not knock on doors or approach college members on the premises.
58. Hustings meetings will be organized for the airing of views. For details, and guidelines on posting and 'pidging' please contact the JCR President
59. 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.
60. 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

61. The Library Rules are given on the College website at www.some.ox.ac.uk/policies

Information Technology

62. 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.

D2. Decanal Disciplinary Procedures

Stage One: those who fail to abide by these regulations will be summoned by the Deans to explain their behaviour. 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
- b) Community Service (to a maximum value of one week's residence)
- 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.
- d) Those who repeatedly break the decanal regulations in regard to accommodation (e.g. smoking, damaging property) may be denied the privilege of living in College in subsequent years. In the case of Finalists, this sanction may take the form of being denied the privilege of staying up beyond the last day of their written examinations.

Offenders may appeal the penalty to the Dean and the Principal, the latter having overall responsibility for the discipline of students, under the College Statutes. Those dissatisfied with the Principal's ruling may make a further appeal to the Conference of Colleges' Appeal Tribunal (CCAT)¹¹ Decanal disciplinary processes will be kept separate from issues of academic discipline.

Stage Two: 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 and resistant to the imposition of penalties under *Stage One* above;
- 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; wilful 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.

¹¹ Further details are available from <https://weblearn.ox.ac.uk/access/content/group/test1-conf-coll/>

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.

The Panel may recommend to Governing Body 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. The defendant will receive prior written notice of the charge. The Dean will present the case, may call witnesses as appropriate, and will recommend penalties.

The student, who may be accompanied by a supporter, may make a defence, may call witnesses, and may cross-examine witnesses called by the Dean. The Panel will deliberate in the absence of other participants and reach a verdict.

Any penalties imposed will be in proportion to the gravity of the offence and may range from fines, to suspension from access to college facilities or premises for a specified period, to a recommendation to Governing Body for rustication for a specific period, or expulsion. The recommendations of the Panel shall be reported to Governing Body by the Principal. Under the College Statutes (II para 7) the Principal shall be responsible for the discipline of members of the College *in statu pupillari*, provided that no name shall be removed from the books of the College except by the decision of the Governing Body in a Stated Meeting and that such decision shall be final. If the student wishes to appeal the final decision of the Principal and Governing Body he or she may do so by application to the Conference of Colleges Appeal Tribunal.

PART E: FINANCIAL MATTERS

E1. Advice and help

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>. 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). Anything that you say and any information that you provide will be treated in confidence.

E2. Accommodation charges

Student accommodation charges are discussed by the Treasurer in Hilary Term with representatives of the JCR and MCR taking account of full economic costing and ability to pay. The final charges are then reviewed by Finance Committee and agreed by Governing Body every Trinity Term. 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 0th week. A second battels statement is circulated before the end of 3rd week, incorporating miscellaneous charges (including vacation residence). This must be paid by Friday of 4th 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>

PART F: 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 amongst a small group¹² in anonymized form, and conforms to the College's codes of practice on confidentiality and the circulation of welfare information.

Although your Personal Tutor 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), the Senior Tutor, Miss Norma MacManaway, is available to give advice on any personal or practical problem, or suggest other people to whom you might talk (norma.macmanaway@some.ox.ac.uk). There are also two Consultative Tutors: Professor Sarah Gurr, Fellow and Tutor in Plant Sciences, and Professor Stephen Weatherill, Jacques Delors Professor of European Law) whom you may approach. All such approaches will be confidential, unless you give consent for the matter to be discussed with others. It should be stressed that these tutors are not professional counsellors, and are not substitutes for the professional help available through the University Counselling Service.¹³ The Consultative Tutors 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. (Note that for certain sorts of practical advice, you should go in the first place to the Academic Administrator, the Assistant Academic Administrator, the Domestic Bursar or the College Accountant.)

The Dean, (Professor Jennifer Welsh in Michaelmas Term 2010, Dr Daniel Anthony during the calendar year 2011), and Junior Deans 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 (0th – 9th week in Hilary and Trinity Terms, 0th – 10th week in Michaelmas Term). If you need advice during the day however, you should normally contact your Tutor, the Senior Tutor, the Academic Administrator or Assistant 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).

¹² Comprising the Principal, Senior Tutor, Deans, Domestic Bursar, and Academic Administrator

¹³ <http://www.admin.ox.ac.uk/shw/counserv.shtml>.

The Principal, Dr Alice Prochaska, 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). The Principal will be seeing all undergraduates individually during the academic year.

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) provides access to a wide range of health and welfare activities including advice about physical and mental health services, hardship, abuse and bereavement.

G: 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. 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 week day during term-time to see any students who need medical help; no appointment is needed. In an emergency, contact the Porters' Lodge on (2) 70600.

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.

There are a number of qualified first-aiders in college. In an emergency, contact the Lodge (70600). See also http://www.ox.ac.uk/students/equality_health_welfare/

PART H: DISABILITY SERVICES

The University's Disability Advisory Service has much useful information on how to obtain extra support for those with a disability or chronic health conditions, including students with dyslexia, dyspraxia, A(D)HD, and other Specific Learning Difficulties/Differences, as well as students on the Autistic Spectrum, and those with fatigue conditions, and mental health difficulties.

Within Somerville, the disability contact is Ms Jo Ockwell, the Academic Administrator. Any student with special requirements who has not already done so is urged to complete a disclosure form, available at tinyurl.com/disclosure-forms

PART I: RESIDENCE REQUIREMENTS

11. University regulations

The University expects Undergraduates to be resident in Oxford during Full Term in order to pursue their course. Minimum residence requirements are set out in the University's *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).

12. 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. The room ballot for subsequent years is run by the JCR Welfare representatives, from whom details are available.
- b. 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. Living in College accommodation is a privilege not a right; those who persistently ignore the Decanal regulations, especially those relating to smoking and damage to property, may not be permitted to live in during subsequent years. (See Deans' Regulations, Disciplinary Procedures, paragraph 2d.
- e. 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 0th week in Michaelmas Term at the latest;

13. Annual re-registration

- a. *College requirements*: 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 p.m. on the Thursday of 0th week of each new term**. This requirement also applies to those who have been in Oxford throughout the vacation.
- b. *University requirements*: 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 15 October 2010; 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.

14. Brief absences: in order to be able to meet these and internal College requirements, all undergraduates living in College who intend to be away from Oxford overnight MUST sign the Leave Book in the Lodge; failure to do so may be regarded as a breach of the College's Fire Safety Regulations. 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.

15. Temporary intermission (suspension of undergraduate studies) through illness:

The following are the conventions which apply when an undergraduate is obliged to intermit (i.e. suspend) his or her studies because of ill-health:

- a. Each student who intermits should provide a certificate from the College Doctor advising that this is necessary.
- b. Disciplinary procedures should be suspended during a period of absence through ill-health, although this should not preclude their resumption if, having been judged fit to return to full-time study, fails to meet the required standard of application and progress.
- c. Those who intermit on health or other personal grounds should be allowed a period of rest and so access to University and college teaching resources, including electronic resources, should normally be suspended until the start of the term preceding the term in which they are expected to return.
- d. Before access is re-established, a medical certificate should be provided indicating that the student is fit to begin preparation for a return to study
- e. Tutors should at this point establish contact with the student to agree the form in which he or she should provide evidence of their fitness to return to their programme of study
- f. Students who have intermitted their studies should have only limited physical access to the College during their period of absence, either to visit friends or see tutors and that only by prior arrangement.
- g. The re-opening of electronic access to teaching resources during intermission should not include electronic access to other systems such as room access or meal booking
- h. A final medical certificate indicating that the student is fully fit to return to full-time study, setting out, if appropriate, any special adjustments that may need to be made, should be provided a week before the meeting of Education Committee immediately prior to his or her expected date of return.

16. Vacation Residence Regulations

1. **Policy:** the College sets as part of its academic policy that vacation residence be encouraged, but on stipulated conditions, and within stipulated limits; and that, accordingly, it be treated under the following headings:
 - a. **For undergraduate students sitting University Examinations that occur outside Full Term** (*see paragraph 5 below*)
 - b. **For undergraduate students preparing assignments that form part of a University Public Examination, and that need to be undertaken and/or submitted by a given date outside Full Term:** for example, a thesis, dissertation, or extended essay, or a laboratory-based project (*see paragraph 6 below*)
 - c. **For academic reading in connection with work set or approved by College tutors** (*see paragraph 7 below*)
 - d. **On compassionate or welfare grounds** (including special circumstances affecting overseas students)

2. **Compliance:** all Junior Members living in College and College houses, whether or not they intend to be in residence for any part of the Vacation, must comply with the Domestic Bursar's instructions relating to Vacation Residence, which are promulgated *via* the *Yellow Pages*, the College Web-site, and by e-mail. The Domestic Bursar needs to know, by a stated deadline, the exact number of Junior Members who wish to be in residence on given dates.
 - a. Each application must bear the endorsement of the student's Personal Tutor
 - b. Incomplete applications will not be considered
 - c. Applications which miss the given deadline will not be considered
 - d. Undergraduates who do not observe these College Regulations will be reported to Finance Committee, and may be charged the full commercial rate for the room that they occupy without the Domestic Bursar's permission beyond the contracted period.

3. **Definition of "term" and "Vacation"**
 - a. For the purposes of Vacation Residence, "term" shall be taken to mean the period from 8 a.m. on the Thursday before the beginning of Full Term to 10 a.m. on the Saturday of Eighth Week.
 - b. "Vacation" shall be taken to mean any period outside these dates.

4. **Conditions under which a room is licensed to a Junior Member:**
 - a. The Domestic Bursar will determine whether to grant Vacation Residence depending on the availability of accommodation. Any Vacation Residence approved will be in rooms allocated at the discretion of the Domestic Bursar, and may be in off-site houses
 - b. **In term:** the room must be vacated by 10 a.m. on the Saturday of Eighth Week and shall not be re-occupied by that Junior Member between that time and 10 a.m. on the Thursday of the week before the following Full Term (Week Nought), except by special arrangement with the Domestic Bursar, or in accordance with the provisions of paragraphs 5, 6 and 7 below.

- c. **In Vacation:** where permission is given for vacation residence, there is no presumption that this will be in the room licensed to the Junior Member for the preceding or following terms.
- d. **Students on extended contracts** are not required to apply for Vacation Residence at Christmas and Easter.
- e. The usual Vacation Residence charge will apply in all cases except Public Examinations (see 5 below). Limited grants towards these costs may be met, by funds provided by the College from its own resources. See 8 below.

5. University Examinations

- a. When a Junior Member is required to sit a Public Examination outside Full Term, he or she is entitled to occupy a College room from one day prior to the first paper, to 10 a.m. on the morning following the final one. This applies to all examinations announced in the timetables issued by Examination Schools, including oral examinations; that is, all so-called "*sub fusc*" examinations. The Domestic Bursar will be notified of individual students' timetables by the Academic Office. The residence will be free of charge for any period defined above, and permission will not be sought from Personal Tutors.
- b. Every effort will be made to ensure that the room allocated is that occupied by the Junior member concerned during Full Term, but no guarantee to this effect can be given
- c. A Junior Member summoned for a **viva voce examination** is entitled to occupy a College room free of charge from one day prior to the examination to 10 a.m. on the following morning.
- d. Every effort will be made to provide Junior Members taking Second Public Examinations with a college room for the period from noon on Monday of Week Nought and until 10 a.m. on the Saturday of Ninth Week in the Vacation period immediately preceding the term in which he or she is due to sit these examinations. The normal vacation residence charge will apply.

6. Preparation of examined theses, dissertations, and the like, and preparation of work for college tutors through academic reading and or writing:

- a. Every effort will be made to provide Junior Members preparing assignments that form part of a University Examination with a college room for the period from noon on Monday of Week Nought and until 10 a.m. on the Saturday of Ninth Week in the Vacation period immediately preceding the term in which he or she is due to submit the assignment. The normal vacation residence charge will apply.

7. Staying up for Academic purposes other than examinations:

- a. Undergraduates wishing to stay up for academic work set by Tutors must first discuss with their Personal Tutors the length of time for which he or she may reasonably apply.

- b. Personal Tutors must complete the relevant section of the Application Form, indicating the appropriate level of priority (Essential/ Highly Desirable/Desirable/ Unnecessary) for the number of days requested. Different priorities may be given to parts of the request: for example a request for ten days' residence may be assessed so that seven days are considered "essential", and three days "highly desirable".
 - c. Applications must reach the Domestic Bursar by the given deadline. Those that are late or incomplete (i.e. lacking the endorsement of the Personal Tutor) may not be considered.
 - d. The normal vacation residence charge will apply.
 - e. Separate arrangements exist for those undergraduates who stay up to help over the undergraduate admissions interview period, or to help with fund-raising or other college-related activities. Undergraduates helping with the Admissions exercise are permitted to have free vacation residence in 9th and part of 10th week of Michaelmas Term.
8. **Financial assistance from the College:** as indicated earlier, limited grants towards these costs may be met, by funds provided by the College from its own resources.
- a. Students may request up to fourteen nights' vacation residence a year at a rate of £17.37 (the vacation residence charge). Approved grants will be credited to students' battels.
 - b. Students may carry forward the fourteen nights and so may be able to claim up grants for to 42 nights over the three years of their course (56 nights for those on a four-year course).

Please bear in mind that this is ***not an entitlement but a discretionary grant*** provided by the College from limited funds. In order to help the maximum number of students, and especially those in financial hardship, it is not possible for College funds to meet all requests in full. Every effort is however made to ensure that available funds are distributed fairly. The relevant application form is available from Treasury Staff, who can also give information about financial assistance generally. To be eligible for a grant, students must meet certain criteria, which will include:

- a. Being in receipt of full or partial fee remission from their Local Authority, or equivalent
- b. Being in receipt of an Oxford Opportunity Bursary
- a. Being in receipt of a current hardship grant
- b. Being able to demonstrate that will be in financial difficulties if they stay up for academic reasons
- c. Having missed tutorials through certified illness

J COMPLAINTS

J1. Academic issues

Students should normally take a complaint on academic matters to his or her Personal Tutor, or to the Senior Tutor, or to a Consultative Tutor, in confidence, or raise concerns in the confidential tutorial feedback questionnaires distributed each term.

Tutors should discuss cases where a student is not working to the best of his or her ability with the student concerned, in the first instance, and report serious or persistent issues to Education Committee for discussion. Education Committee may decide to issue an informal ('on report') or a formal ('on probation') warning, and set targets to help the student to get back on track (See *Academic Disciplinary procedures* pages 14-16)

See also University regulations on the Student Gateway at http://www.ox.ac.uk/students/complaints_appeals/

J2. Non-academic issues

A complaint in relation to accommodation, catering or support staff should be taken in the first instance to their manager: the Principal, Treasurer, Senior Tutor, or Domestic Bursar. Students may be accompanied in these instances by a fellow Somerville Junior Member of their choice. (See also *Decanal Disciplinary procedures* pages 17-21)

J3. Decanal issues

A complaint relating to a fine imposed by the Deans should be taken to the Principal in the first instance. Those who are dissatisfied with the Principal's ruling may make an appeal to the Conference of Colleges Appeal Tribunal (see pages 22-23)