



SOMERVILLE COLLEGE OXFORD

College Handbook for Undergraduate Students

IMPORTANT INFORMATION FOR UNDERGRADUATE STUDENTS Michaelmas Term 2015

This booklet contains important information about the College.

It is also available on the College website:

www.some.ox.ac.uk/studying-here/student-handbook/

See also the University's Student Gateway at www.ox.ac.uk/students

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PART A: SOMERVILLE COLLEGE

A1. History, Values and Objectives of the College

Somerville College, named for the mathematician and astronomer Mary Somerville (1780-1842) was founded as Somerville Hall in 1879 to open up opportunities for higher education in Oxford for women, who until 1920 were excluded from membership of the University. Men have been admitted since 1994. Somerville provides opportunities to pursue learning at the highest level for all those capable of making good use of them. We pursue academic excellence by encouraging intellectual curiosity, critical engagement, and the development of the analytical skills of individual students, and we support teaching and learning through the provision of excellent resources. The insistence of the founding committee that Somerville be non-denominational and non-discriminatory on the basis of religion was ground-breaking. It has inspired an on-going ethos of openness, inclusiveness and a willingness to be unconventional and consider change. Somerville's traits also include a concern about access to learning and research for all, irrespective of background, an atmosphere of tolerance and a positive view of diversity. We hope you will be motivated and inspired by these aims and will make good use of the opportunities presented to you in your pursuit of academic excellence at Somerville.

A2. 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) 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.
- h) 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.
- i) 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.
- j) 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
- k) 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.

All undergraduates are automatically members of the Junior Common Room (JCR) and are encouraged to play a full part in its activities and governance. Graduate students are members of the Middle Common Room (MCR).

Policies and regulations published by Somerville College and the University form the basic ground rules for living and learning in the collegiate University community. A non-exhaustive list is given below and is available at [Policies webpage - http://www.some.ox.ac.uk/about-somerville/freedom-of-information/policies-procedures-2/](http://www.some.ox.ac.uk/about-somerville/freedom-of-information/policies-procedures-2/)

Equality policies and related documents can be found on the [Equality and Diversity webpage - http://www.some.ox.ac.uk/about-somerville/freedom-of-information/equality-diversity/](http://www.some.ox.ac.uk/about-somerville/freedom-of-information/equality-diversity/)

Policies and Guidance

- [Policy on Confidentiality and the Circulation of Welfare Information](#)
- [Data Protection Act](#)
- [Health and Safety Policy](#)
- [Risk Management Policy](#)
- [Bribery and Fraud Policy](#)
- [Policy on part-time graduate provision](#)

Codes of Practice

- [Harassment](#)
- [Freedom of Speech](#)

Rules and regulations

- [College Rules](#)
- [Deans' Regulations and Decanal Disciplinary Procedure](#)
- [Use of Library](#)

Rules for use of computers and Network/IT facilities can be viewed at:
<http://www.some.ox.ac.uk/library-it/i-t/it-facilities/>

Rules for IT facilities can be viewed at www.some.ox.ac.uk/it-rules

Decisions about the College and its future are taken by the Governing Body, whose members individually and severally responsible for the 'direction and management of the affairs of College' (Statute I.5). The Governing Body (GB) consists of the Principal, Senior Tutor and Fellow including Senior and Junior Research Fellows, and is the ultimate authority within the College. A list of members is given below, and is also available on available <http://www.some.ox.ac.uk/about-somerville/somerville-people/> (filter by Governing Body). JCR President and Treasurer, and the MCR President, attend for the un-reserved business of meetings. Governing Body also has a number of sub-committees, which are described in the laws, most of which have student representatives.

A3. Members of Governing Body¹

Principal: Dr Alice Prochaska, DPhil FRHistS

Vice-Principal: Professor Fiona Stafford, BA Leic, MA MPhil DPhil Oxf, FRSE, *Professor of English Language and Literature and Tutor in English Literature*

Senior Tutor: Dr Stephen Rayner, MA Oxf, PhD Durham, FRAS

Fellows (In order of seniority):

Innes, Joanna, MA Camb, MA Oxf, *Professor of Modern History, Winifred Holtby Fellow and Tutor in History*

Suerbaum, Almut, Staatsexamen Dr phil Münster, MA Oxf, *Associate Professor of German and Tutor in German*

Stafford, Fiona, BA Leic, MA MPhil DPhil Oxf, FRSE, *Professor of English Language and Literature and Tutor in English Literature and Vice Principal (MT, HT)*

Stone, Richard, MA DPhil Oxf, MSAE, FIMechE, *Professor of Engineering Science, Tutor in Engineering Science and Vice Principal (TT)*

McNay, Lois, BA MA Sus, MA Oxf, PhD Camb, *Professor of the Theory of Politics, Tutor in Politics and Dean HT & TT*

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

Thompson, Benjamin J, MA PhD Camb, MA DPhil Oxf, FRHS, *Associate Professor of Medieval History and Tutor in History*

¹ JCR and MCR representatives attend for unreserved business.

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

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

Thakker, Rajesh, MA MD ScD Camb, MA DM Oxf, FMedSci, FRCP, FRCPath, *May Professor of Medicine*

Welsh, Jennifer, BA Saskatchewan, MA DPhil Oxf, *Professor of International Relations*

Wood, Matthew, MB ChB Cape Town, MA DPhil Oxf, *Professor of Neuroscience and Keeper of the College Pictures*

Roberts, Stephen, MA DPhil Oxf, *Professor of Engineering Science*

Pulman, Stephen, BA Lond, MA PhD Essex, MA Oxf, FBA, *Professor of Computational Linguistics*

West, Philip, MA MPhil PhD Camb, MA Oxf, *Associate Professor of English, Times Fellow and Tutor in English*

Dickson, Julie, LLB Glas, MA DPhil Oxf, *Associate Professor of Law and Tutor in Law*

Sutherland, Annie, MA Camb, MPhil DPhil Oxf, *Associate Professor in Old and Middle English, Rosemary Woolf Fellow and Tutor in English*

Anthony, Daniel, BSc PhD Lond, MA Oxf, *Professor of Systems Pharmacology and Tutor in Medicine*

Hayward, Michael, MA DPhil Oxf, *Professor of Inorganic Chemistry and Tutor in Chemistry*

Dignas-Obbink, Beate, Staatsexamen Münster, MA DPhil Oxf, *Associate Professor of Ancient History, Barbara Craig Fellow and Tutor in Ancient History*

Nowakowska, Natalia, BA MSt DPhil Oxf, *Associate Professor of History and Tutor in History*

Burton, Jonathan, MA Oxf, PhD Camb, *Associate Professor of Organic Chemistry and Tutor in Chemistry*

Porter, Mason, BS Caltech, MS PhD Cornell, MA Oxf, *Professor of Nonlinear and Complex Systems and Tutor in Applied Mathematics*

Lahiri, Aditi, BA MA DPhil Calcutta, DPhil Brown, *Professor of Linguistics*

Simon, Steven Herbert, BSc Brown, MA Oxf, PhD Harvard, *Professor of Theoretical Condensed Matter Physics and Tutor in Physics*

Greaves, Hilary, MA Oxf, PhD Rutgers, *Associate Professor of Philosophy and Tutor in Philosophy*

Pitcher, Luke, MA MSt DPhil Oxf, PGCert Durh, *Associate Professor of Classics and Tutor in Classics*

Higgins, Matthew, BA PhD Camb, *Professor of Biochemistry and Tutor in Biochemistry*

Kemp, Simon, BA Oxf, MPhil PhD Camb, *Associate Professor in French and Tutor in French*

Rogers, Alex, BSc PhD Liv, *Professor of Conservation Biology and Tutor in Biology*

Manuel, Anne, LLB R'dg, MA MSc PhD Brist, ACA Librarian, Archivist and Head of Information

Hare, Christopher, BCL Oxf, MA Camb, LLM Harvard, Dipl D'Etudes Jurid Poitiers, *Associate Professor of Law and Tutor in Law*

Rayner, Stephen, MA Oxf, PhD Durh, FRAS, MInstP Senior Tutor, *Tutor for Graduates and Tutor in Admissions*

Parker, Andrew, BA Liv, ACMA Treasurer

Choubey, Bhaskar, BTech Warangal NIT, DPhil Oxf, *Associate Professor of Engineering Science and Tutor in Engineering Science*

Potts, Charlotte, BA Victoria, New Zealand, MA UCL, DPhil Oxf, *Sybil Haynes Associate Professor of Etruscan and Early Italic Archaeology and Art, Katherine and Leonard Woolley Fellow in Classical Archaeology and Tutor in Classical Archaeology*

Nielsen, Karen Margrethe, MA PhD Cornell, Cand magisterii Cand philologiae Trondheim, *Associate Professor of Philosophy and Tutor in Philosophy*

Marchini, Jonathan, BSc Exe, DPhil Oxf, *Professor of Statistical Genomics and Tutor in Statistics*

Duxfield, Julian, MSc LSE, MA Oxf University Director of Human Resources

Van der Hoorn, Renier, BSc MSc Leiden, PhD Wageningen, Associate Professor of Plant Sciences and Tutor in Plant Sciences

Ascari, Guido, BA Pavia, MSc PhD Warw, Professor of Economics and Tutor in Economics

Ciubotaru, Dan, BSc MA Babeş-Bolyai, PhD Cornell, Associate Professor of Mathematics and Tutor in Mathematics

Kalim, Sara, BA Oxf Director of Development

A4. College Committees²

Education Committee is composed of the Principal (in the Chair), the Vice-Principal, Senior Tutor, Treasurer, Librarian, Academic Registrar 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 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 PA to the Senior Tutor and Academic Fellows 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.

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, 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

² The full list is published in the College by-laws, available at [Freedom of Information webpage](#)

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 at least two senior fellows, at least one of whom will normally have served already as a member of the Finance Committee. The sub-committee shall be convened when required to discuss important financial 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 Natural 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 discussion 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 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; students are therefore expected to observe two sets of (complementary) disciplinary regulations. Those studying for 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 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.ox.ac.uk/students/academic/regulations> for guidance on all University regulations, codes of conduct and policies.

General student conduct and the powers of the University Proctors are described at <http://www.ox.ac.uk/students/academic/conduct>, and the University's complaints and appeals procedures are outlined at <http://www.ox.ac.uk/students/academic/appeals>

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/>. It contains essential information for Students, covering the following issues:

- Section 1: Welfare
- Section 2: Fitness to Study
- Section 3: Residence
- Section 4: Intellectual Property
- Section 5: Examinations
- Section 6: Academic Dress
- Section 7: Conduct
- Section 8: Disciplinary Procedures and Students' Rights
- Section 9: Complaints Procedures

PART C: ACADEMIC MATTERS

C1. Being in 'good academic standing'

While Somerville encourages students to take a full part in the College community and the wider University community, your continued membership of the College is conditional on being in 'good academic standing'. Academic work must have the first claim on the time and effort of all Junior Members. You will be deemed to be in 'good academic standing' if you

- i. Attend all tutorials, classes and other required academic commitments except where permission on adequate grounds is obtained, preferably in advance, from the tutor(s) concerned;
- ii. Produce assignments (essays, problem sheets, reports of laboratory work, translations etc) and sit Collections with the regularity required by your tutor(s), except where permission on adequate grounds is obtained, preferably in advance, from the tutor(s) concerned;
- iii. Pass the First Public Examination (or other examinations laid down by the University as a necessary part of the course);
- iv. Produce work to the best of your ability, taking into account each student's particular level of ability;
- v. Keep the residence requirements laid down by the College and the University (see section I below);
- vi. Familiarise yourself and comply with the regulations for your course of study as set out in the University's *Examination Regulations* (see www.admin.ox.ac.uk/examregs). Also see the Proctor's guidance at <http://www.admin.ox.ac.uk/proctors/info/pam/>.

In addition to maintaining good academic standing, you are expected to meet the College's and the University's standards and requirements of behaviour, which are explained in Parts B, C and D of this document.

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 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. The 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 Executive Assistant (70630, principals.office@some.ox.ac.uk) to offer advice or career guidance or to discuss any other references.

C3. Academic Feedback

a) Performance feedback

The College provides feedback on your academic performance in a number of ways. **Regular feedback**, both oral and written, is provided through tutorials and interactions with your tutor. For example at your weekly tutorials and in **end of term reports**. The personal tutor of each undergraduate sees the contents of the report and is prepared to discuss academic progress at the end of each term. 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. 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. Note that some tutors may prefer to release reports only after you have attended your report-reading in person.

b) How students can provide feedback on teaching

The College values comments on the teaching you have received. The College follows the pattern of feedback recommended by the Oxford University Students Union (OUSU) and all students are invited to participate in a focus group for their subject by the JCR academic affairs officer. The discussions are summarised by the academic affairs officer and passed to the Senior Tutor, who discusses with tutors how teaching can be improved. Constructive feedback is extremely valuable to the College, whether positive or negative. All responses are anonymous. If you have specific concerns about your teaching that you feel unable to discuss with your tutor or through feedback surveys, you should arrange to do so in confidence with the Senior Tutor.

c) Support available to students experiencing academic difficulties

We understand that there will be times when students go through periods of difficulty with their work and this will be viewed sympathetically by tutors, provided that you do your best to keep your work at 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. If you are advised to keep closely in touch with your personal tutors, particularly if you are experiencing some difficulties, be they academic, medical or personal, which may affect your ability to maintain good academic standing.

If you prefer to speak to someone other than your tutors about such matters, and if academic performance is involved, you are strongly encouraged to speak in confidence to the Senior Tutor who will be able to advise you of the best course of action. If academic difficulties have their roots in welfare issues, other processes may be more appropriate than the academic disciplinary procedures described in this document.

C4. Academic Awards

Education Committee awards 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. These values are subject to annual review early in Michaelmas Term 2014 and may change. Holders of Scholarships and Exhibitions awarded by the College are entitled to wear a Scholar's gown.

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. Awards are automatically renewed and must be earned afresh 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.

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. Travel and Special Project Grants

Travel or Special Project Grants can be applied for each term and notification of deadlines will be emailed. Priority is given for assistance with projects directly related to the degree course, including formal training related to studies. Undergraduates are generally entitled to £350 over the 3yr period but the awarding panel may, at their discretion, make larger awards where the proposal has sufficient merit.

C6. 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 teaching capacity issues there may be academic reasons why a change may not be permissible.

C7. 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, BUCS 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 tutor³. Involvement in extra-curricular activities will not be regarded as a valid reason for any failings of academic effort or achievement.

C8. 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. Matters of academic discipline will be kept separate from disciplinary action for other forms of misbehaviour, which will not be referred to in any documents or discussion dealing with academic discipline. The steps of the academic disciplinary procedure are explained below and are designed to be transparent and to give every opportunity for students to explain any special circumstances that should be taken into account in reviewing their situation. All tutors wish to ensure that their students make the best use of their time at Somerville; so long as students do this and work to the best of their ability, they will not be affected by the terms of the academic discipline procedure.

a) Step 1

The first step in monitoring and improving academic progress for a student is an informal one and may take various forms, designed to best meet the support needs of the student. The relevant tutors will liaise with the Senior Tutor and it is likely that a meeting between the student and the Senior Tutor to discuss what steps should be taken to improve academic performance. Possible remedial arrangements could include requiring the student to contact the disability advisory service or the submission by the student to the Senior Tutor of a weekly personal timetable, demonstrating appropriate work planning and application. A student may receive informal

³ For Somerville's rules, see A2 College Rules section, point g

support for as long as the relevant tutors feel this is necessary. Cases of students receiving informal support will be reported to Education Committee, a college committee that meets at least twice a term that is chaired by the Principal, for information.

b) Step 2

If a student is not meeting the conditions of good academic standing described in section C1 (for example, if they perform poorly in exams/Collections or tutorials, or if attendance is poor), their Personal or Organising Tutor will report his or her concerns to Education Committee. The committee members will discuss the student's case and decide whether the student should be placed **'on report'** and any conditions that should be attached to this status.

Being on report is a serious warning about academic progress and is intended both to demonstrate the College's concerns that the student may not be working as well as they could, and to help the student improve their academic performance. The student will be sent a letter clearly explaining what improvements or changes are expected, either in terms of rules to be observed or of levels of performance and/or targets to be achieved. This letter will also be kept on their file. They will be given a timeframe to make these changes/improvements and will also be required to see the Principal in order to discuss their general situation.

Following receipt of the letter, a student should immediately arrange to discuss the case with their Personal Tutor to make sure they are clear about the circumstances. If any mitigating circumstances have not been revealed at this point, they should tell their tutor or the Senior Tutor. If any come to light, they will be placed on record and the requirements of their status may be modified. Tutors will be able to offer the student advice, and may refer them to the College Doctor or the Counselling Service for further help.

Their progress will be closely monitored and reported to each meeting of Education Committee. If the standard of their work improves sufficiently and they meet the conditions they have been set, they will be taken off report and a letter confirming this will be sent to them and placed on their file. A student may only remain on report for a maximum of one term before either showing sufficient improvement to be removed from the formal stages of academic discipline (informal arrangements, as outlined above, may or may not still be appropriate) or being moved to Step three, probation, which is outlined below. If, in less than one term, it is apparent that a condition or conditions of being on report have not been met, a student will be moved to Step 3. Unless a student provides evidence of exceptional circumstances, failure to show improvement while on report will lead to progression to probation.

c) Step 3

If a student on report does not meet the conditions set for them, Education Committee is likely to decide to issue a formal warning by placing a student **'on probation'** for their place: that is, the question of whether they should remain on course now comes into consideration. 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 also be placed directly on probation by Education Committee, if circumstances warrant: for example, if the student's default is sufficiently serious or if considerations of timing make it desirable to hasten a final decision about a student's future.

To be placed on probation signals that there are serious problems with a student's performance, but it should be noted that there are examples of students who spend a period on probation, yet improve their performance and successfully complete their degrees. The conditions of probation will be conveyed to the student in a letter. The student will be told clearly what is expected of him or her in the future, and given a timetable for achieving these expectations.

The letter will also explain that if the conditions of probation are not met, then it is likely that the Education Committee would recommend referring the student to an Academic Disciplinary Hearing, the third and final step in the College's academic disciplinary process (see below). If the conditions set in the probation letter are met, Education Committee may decide either to take the student off probation and require no further report on their progress, or to place the student on 'report' status (see step 1 above). If they show some improvement but not all conditions have been met, their tutors may request that they remain on probation, either with the same or different conditions. Where the conditions of probation include achieving a set mark in 'specific collections' this will be double blind-marked by external assessors, and in cases where the assessors 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.

If a student has been on probation for at least four weeks before the start of their First Public Examinations and a condition of the probation is that some or all of these exams are passed at the first attempt, and that condition is not met, the student's course of study will be terminated. This is also explained in the University's Policy on Learning and Teaching (point 6.18 (1)) <http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/educationcommittee/documents/notesofguidance/uglandt13.pdf>

d) Step 4

If a student on probation does not meet the conditions set for him or her, Education Committee is likely to agree that an **Academic Disciplinary Hearing** should be convened. Given that the student will only reach this stage if they have failed to meet conditions set to retain their place, if nothing emerges from the hearing that sets the matter in a different light, the outcome will be that the student is sent down but, in the light of evidence presented at the hearing, the panel may make a different set of recommendations.

The panel is chaired by the Vice-Principal, or a nominated deputy with no close connection to the case. The panel also consists of two Fellows, neither of whom should be the student's tutor, nor have any close connection with the student. The student's Personal Tutor and the Senior Tutor should also be in attendance. The student may choose to be accompanied to the hearing by one or two supporters (if two, one must be a JCR officer).

The student will be given prior written notice setting out the grounds for convening an academic disciplinary hearing and will be given a copy of supporting evidence, such as tutors' reports and collection results. At the hearing, the Chair will explain how the hearing will be organised and then summarise the case for sending down as presented in the supporting evidence. The Chair

ensure that all parties are given full opportunities to say everything they wish to present, including any material considerations and mitigating circumstances the student may wish to raise. The panel may ask questions of the student, his or her Personal Tutor and the Senior Tutor. At the end of the hearing, the student and his other supporter(s), the Senior Tutor and the student's Personal Tutor will withdraw and the panel will then decide on its recommendations. The student, his or her Personal Tutor and the Senior Tutor will be informed of the panel's recommendations as soon as they are agreed (this may not be immediately after the hearing), and the recommendations should be reported to the College's next Governing Body meeting by the Principal. Governing Body will then make a final decision about the case and this represents the College's final decision.

For information on the appeals process please see section J: Appeals.

PART D: DECANAL MATTERS

The College Statutes state that the Principal is responsible for the discipline of students, 'providing that no student's 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'. In practice, the Dean, assisted by Junior Deans, normally exercises the Principal's jurisdiction over the discipline of students. The Deans' Office's responsibilities include overseeing the general wellbeing of all Junior Members, providing guidance and support, helping to regulate behaviour, and ensuring that the needs and interests of all members of the College are respected. However, the Principal may 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.

D1: Deans' Regulations

All members of College are expected to show consideration for one another. The Deans may impose penalties 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 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 Deans sees fit.

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 email daily, checking for notices in the Porters' Lodge, on College noticeboards, and on the College website <http://www.some.ox.ac.uk/>
2. The Dean makes the Deans' Regulations, in consultation with other members of the College. 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. In certain circumstances, the Dean may invoke a Behaviour Related Disciplinary Panel to hear a case against a student. See section D2 below.

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 11.00pm (midnight on Saturdays) and 8.00am. They may be played quietly from 8.00am to 11.00pm, but neighbours' need to work must be respected. Audio

video equipment may be used in JCRs quietly at any time, although anyone disturbed by noise may ask that they are switched off.

6. Musical instruments may not be played in your room except through headphones, or with Principal's permission.
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, 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 (including electric cigarettes) is not permitted** within College rooms or anywhere within 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 may be imposed on the residents of corridors of buildings, or the JCR.
11. Ball games may not be played in College, except that croquet and boules may be played on Penrose lawn, and Frisbee (static, not ultimate) may be played on the main lawn from 1 pm to 9 pm. Riding (bicycles, etc.) and skating (skateboards, rollerblades, etc.) are forbidden throughout the College.
12. Please ensure that no activity takes place in public that is likely to offend others living, working, staying or dining in College, and in particular, guests at Guest Night Dinners.
13. Please avoid dropping litter; use the bins provided. The JCR is charged when excessive rubbish is left on the quad.
14. The college gardeners 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 corners of borders or lawns. In warm weather, you may walk and sit on the lawns, except on Darbishire Quad and the Fellows' Garden, but you must ensure that this does not cause 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.
15. Undergraduates may not keep animals of any kind in their rooms, or any common areas.
16. Flags may not be hung out of student bedroom windows.

Gatherings and Events

17. All members of College must accompany their guests at all times. College members are responsible for the behaviour of their guests and may be fined for breaches of college rules (smoking, noise, etc.) and damage to college property incurred by their visitors.
18. College Formal Dinners (including Guest Nights, Special Guest Nights, Michaelmas Dinner, Foundation Dinner and Subject Dinners) are opportunities for the whole College to come together. It is important that these occasions are enjoyable and orderly for all attendees. You must therefore maintain a high standard of respectful and responsible behaviour at all times. In particular, once you have taken your seat, you should only get up when high table enters to leave; at the end of the meal; or, if necessary, to use the toilets or to go to the bar to obtain a drink.

- drinks. If you do need to get up during the meal for legitimate reasons, you should attend to your requirements and return directly to your seat, without pausing at other tables.
19. Gatherings in student rooms must be limited to no more than eight persons.
 20. Residents may have no more than one visitor in their rooms after 11.00pm (midnight on Saturdays), and must accompany any visitor entering or leaving College between 11.00pm (midnight on Saturdays) and 8.00am. To enable us to comply with fire regulations, they need to follow the College's current procedure, which is that overnight guests must be signed in at the lodge on each occasion.
 21. All meetings and parties must end by 10.45pm (11.45pm on Saturdays).
 22. Overnight guests may not stay more than two nights consecutively, and may not stay for more than two nights during a seven day period.⁴ There are no official College guest rooms, but unoccupied rooms may be available at a charge (contact the Bursary for details).
 23. The Deans must be informed in advance of any gatherings of more than twelve people. Rooms for meetings and social events may be booked via the Bursary e-mail address: bursary@some.ox.ac.uk. Please note charges may be applicable for room hire for social events unless rooms are being booked for a College or University learned society.
 24. Payment for room bookings (where applicable) will be arranged through the Bursary on the 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 Bursary will refer the application to the Decanal Team for approval before confirmation of the booking is made.
 25. Somerville members may only book rooms for events that are primarily for members of Somerville College. On an experimental basis Somerville members may apply to the Bursary to book a room for a University society as long as there is a Somervillian on the committee. In either case 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.
 26. Outside bodies wishing to book rooms should contact the Events Department, and bookings should not be made through Somervillian contacts.
 27. Park or Vaughan Junior Common Rooms: are booked through the Bursary, but in addition, must obtain prior permission from the JCR President. (Meetings of the JCR, its committees, its formally constituted societies and groups are booked only through the JCR, but the Deans are informed of all meetings.)
 28. If not in use for lectures, meetings, or other academic activities, Flora Anderson Hall may be available between the hours of 9.00am and 11.00pm for quiet activities only.
 29. In addition to booking through the Bursary, use of the Chapel also requires the approval of the Chapel Director. On some occasions, the permission of the Principal may also be required.
 30. No informal barbeques may be held in College at any time.
 31. Bops and Parties with music and/or dancing may only be held in public rooms in College where applicable licenses from the local council may be sourced (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.
 32. At all meetings, the University's Codes of Practice on Freedom of Speech must be adhered to. <http://www.admin.ox.ac.uk/Iso/statutes/>

⁴ 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.

33. Fines and charges may be imposed by the Deans for any damage to property in or near rooms booked.
34. 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 21 days' notice is required for events requiring approval of local authorities.
35. Alcohol may not be consumed in the Quad.
36. 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 official events.
37. There are both legal and practical restrictions on serving food. Anyone wishing to do so must consult the Catering & Conference Manager in advance.

Safety and Emergencies

38. All roofs and parapets of College buildings are out of bounds: going on to them is a major safety hazard.
39. In an emergency of any kind, the Porters' Lodge should be contacted in the first instance, by telephone (01865 (2)70600) or in person.
40. 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).
41. 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.
42. Fire safety equipment must not be tampered with; violations will be reported to the Deans.
43. 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.
44. Personal electric heaters must not be brought into College. A limited number of approved heaters may be made available in periods of severe cold.
45. Candles and similar items (i.e. joss sticks/incense) may not be lit in rooms or common areas.
46. Do not leave items on windowsills; they create a hazard to anyone passing or working beneath them.
47. 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.
48. Each JCR and MCR member may obtain a free personal security alarm: from the JCR Welfare Officer or MCR Welfare Officer. In addition, some alarms are available for borrowing from the Porters' Lodge.
49. Your Access card allows you to pass through all doors in college to which you have rights of entry. Your late key allows you to enter by the main gate after it is locked at dusk or 8.30pm. It also allows access through the Vaughan and Walton Street Gates until 11pm. 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.

50. Keys and cards are issued by the Porters' Lodge, against a deposit. You must never lend any 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. Key deposits will be forfeited if keys are taken home and returned within one week. If keys are not returned within one week, a fine of £100 will be incurred. You may also be fined, especially on a second occasion. Under no circumstances should keys be duplicated.
51. 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.
52. 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

53. 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.
54. 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.
55. Motorcycles and cars may not be brought in to college on any occasion. There is no car park space available for undergraduates within the College or surrounding external accommodation locations.
56. The City Authorities permit luggage to be loaded and unloaded at the gates; a notice board obtainable from the Lodge should be displayed in vehicles while loading or unloading.

Publicity and Campaigning

57. Posters may be displayed in college as long as they comply with the law (but only on designated noticeboards).
58. 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.
59. Political canvassers are not permitted to operate in college; they must not knock on doors or approach college members on the premises.
60. Hustings meetings will be organized for the airing of views. For details, and guidelines on posting and 'pidge' please contact the JCR President.
61. Posters should only be put on designated notice boards, not on doors, walls or buildings. They should not remove or cover any college information on general notice boards, especially health and safety information.
62. You must not invite or allow any commercial activity (such as filming, selling goods or services, 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

63. The Library Rules are given on the College website at <http://www.some.ox.ac.uk/library-it/using-the-library/library-rules/>

Information Technology

64. Computing resources must be used in accordance with the regulations set out <http://www.some.ox.ac.uk/library-it/i-t/it-facilities/>. 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

Students who fail to abide by these regulations will be summoned by the Deans to explain their behaviour. These disciplinary processes will be kept separate from issues of academic discipline. Students can expect to incur 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:

- i. **Community service** related to the nature of the offence (e.g. cleaning cigarette ends if the offence was related to smoking), to a maximum value of one week's residence;
- ii. A **fine of up to £1,000** and the cost of making good any damage to property;
- iii. **Suspension from some College privileges**, to include social and recreational facilities on College premises (e.g. bar, gym, common rooms, guest nights), but nothing which will affect 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;
- iv. Those who repeatedly break the Dean's regulations with regard to accommodation (e.g. smoking, damaging property) may be **denied the privilege of living in College** for 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.
- v. The Dean may invoke a **Behaviour-Related Disciplinary Panel** to hear a case against a student if
 - The Dean wishes to recommend the imposition of penalties beyond those defined above;
 - The Dean considers misconduct to be persistent and resistant to the imposition of penalties as defined above;
 - 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 to 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; or misconduct damaging to the reputation of the College, or if a student has incurred a University sentence of suspension which, in the Dean's opinion, should be matched by a similar College sanction;
 - 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 normally be chaired by the Vice-Principal, unless she is unavailable, or has a close connection with the student.

likely to, or likely to be perceived to, impair in any way her ability to reach a judgment unaffected by matters extraneous to the case (such as if she is the student's Personal Tutor); in which case the Senior Fellow, or next most Senior Fellow available and without a close connection with the case, will Chair. The Panel will also consist of two Fellows, neither of whom should be the student's tutor, nor have a close connection with the student.

The defendant will receive prior written notice of the charge. The Dean will present the case and may call witnesses as appropriate. 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 may make a defence, call witnesses, and cross-examine witnesses called by the Dean. The student and his or her supporter(s) will withdraw before the Panel reaches a decision. 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 for suspension (rustication) for a specific period, or expulsion (sending down). The decision of the Panel shall be reported to Governing Body by the Principal.

For information on the appeals process please see section J: Appeals.

Police involvement

The College adheres to the Proctors' policy that 'if a student commits a serious offence which is open to police action (e.g. physical assault, sexual assault, misuse of drugs, computer misuse, theft, fraud, certain kinds of harassment) the Proctors' policy is to refer the matter to the police. This does not preclude their dealing with the specific University offence under the University's internal disciplinary procedures as well. When a student is facing criminal proceedings or has been convicted of a serious criminal offence, the Proctors are empowered under the Statutes to initiate disciplinary action within the University: www.admin.ox.ac.uk/proctors/info

PART E: FINANCIAL MATTERS

E1. Advice and help

A comprehensive Guide to Student Finance is issued to all students early in Michaelmas Term. It is also available at <http://www.some.ox.ac.uk/studying-here/student-handbook/financial-information/undergraduate-financial-info/>. One of the responsibilities of the **College Accountant**, Elaine Boorman, 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 her. She may be contacted through a member of the Treasury staff (70624) or by email (elaine.boorman@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.

final charges are then reviewed by Finance Committee and agreed by Governing Body every Triennial 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 1st week. A second battels (bills) 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:

- A fine will be imposed on balances not paid, up until payment is made, or arrangements for deferred payment have been agreed with the College Accountant. The charge is £5 for balances of £100 or less and £10 for balances over £100, although a greater charge may be imposed in exceptional circumstances.
- 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 penalty) has been paid. In such cases, future rights to college accommodation may be restricted.

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.somerville.ox.ac.uk/about-somerville/freedom-of-information/policies-procedures-2/>

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. In order to coordinate pastoral and academic care, and to support welfare efforts, the College has a Welfare Circle, which shares information amongst a small group⁵ in anonymized form, and which conforms to the College's codes of practice on confidentiality and the circulation of welfare

⁵ Comprising the Principal, Senior Tutor, Deans, Domestic Bursar, and Academic Registrar.

information.

Although your Personal Tutor may 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 personal, practical or financial difficulties that you are experiencing), the Academic Registrar Joanne Ockwell or the Senior Tutor, Dr Stephen Rayner, are available to give advice on personal or practical problem, or to suggest other people to whom you might approach (jo.ockwell@some.ox.ac.uk or senior.tutor@some.ox.ac.uk). There are also two Consultation Tutors whom you may approach: Professor Stephen Weatherill, Jacques Delors Professor of European Law, (the second tutor is to be confirmed). All such approaches will be confidential unless you give consent for the matter to be discussed with others. It should be stressed that the tutors are not professional counsellors, and are not substitutes for the professional help available through the University Counselling Service.⁶

The Junior Deans are available overnight and at weekends in term time, to assist students with crisis issues. 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). They can be contacted either by email (deans.office@some.ox.ac.uk) or by mobile 07850 784964. If you need advice during the day however, you should normally contact your Tutor, the Senior Tutor or the Academic Registrar. For emergencies, or complaints about others' behaviour or noise, contact the Porter on duty in the Lodge in the first instance (70600).

The Principal, Dr Alice Prochaska, is the Head of the College and chairs Governing Body and many 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 (principals.office@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 (<http://www.ox.ac.uk/students/welfare>) provides access to a wide range of health and welfare activities including advice about physical and mental health services, hardship, abuse and bereavement.

⁶ <http://www.ox.ac.uk/students/welfare/counselling/>

PART 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 and Dr Evelyn Sanderson) 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 318499) at the Jericho Health Centre, New Radcliffe House, Walton Street, close to the College. The College Nurse, Lynn Cross, will be in college daily during term-time. Times are available in the Porters' Lodge. 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 Academic Office 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/welfare>

G1. Fitness to Study

On rare occasions there may be a situation where the College believes a student is not fit enough to continue their studies. In such cases the College may feel it is necessary for the student to intermit their studies for a period of time in order to recover.

Somerville Colleges adopts the definition of 'Fitness to Study' as noted in the Proctors' Memorandum <http://www.admin.ox.ac.uk/proctors/info/pam/>

In rare cases where a student disputes the College's determination that they are not fit for study, they may make their case to the College's 'Fitness to Study' panel, consisting of The Principal, Vice-Principal and a Fellow who is not one of the student's Subject Tutors. The Vice-Principal will be replaced by the previous Vice-Principal if they are one of the student's Subject Tutors. The student will be offered the opportunity to make their case in person. The panel will consider the evidence and reach a decision within a week of the case being referred to the panel. If the panel's decision is that the student should intermit and the student still disagrees, the case will be referred to the University's 'Fitness to Study' panel.

During the interim period, whilst the panel considers the evidence, the student would remain registered and actively studying unless continuing to study is likely to be significantly harmful to their health or unless there is potential risk to staff or other students if the student continues. The Principal would make such a decision. If it is necessary to suspend the student pending the outcome of the panel the interim suspension should not be seen as pre-judging the panel's decision.

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 mental health difficulties. Any student with specific requirements who has not already done so is urged to complete a DAS Registration form available at www.ox.ac.uk/students/welfare/disability

Within Somerville, the Disability Co-Ordinator is the Academic Registrar. The Academic Registrar liaises with students and the Disability Advisory Service in order to put in place necessary reasonable adjustments. The Academic Registrar can be contacted at jo.ockwell@some.ox.ac.uk. If any student wishes to appeal against the decision of the Academic Registrar regarding reasonable adjustment requests they may put their appeal, in writing, to the Treasurer.

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 terms residence (or twelve in the case of four-year courses).

Further information about these requirements are explained in full in the Proctor's Office 'Essential Information for Students' at www.admin.ox.ac.uk/proctors/info.

12. College Residence requirements for undergraduates

The College's requirements are:

- a. Undergraduates in their first year are all required to live in College (this includes College houses). Exceptions are: (a) on medical grounds; (b) members of religious orders; (c) students living with partners/students with families. The Principal's permission must be sought in all cases.
- b. The room ballot for subsequent years is run by the JCR, from whom details are available.
- c. An undergraduate allocated a room in the Hilary Term ballot for the following October must 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 or until another Somerville occupant approved by the College who does not already have a College room has signed an agreement for that period.
- d. Although the College now provides enough accommodation for most undergraduates to live in College throughout their course, living in College accommodation is a privilege not

- 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.
- 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 4 pm on the Wednesday 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 to 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>. Registration opens on **1 September** and closes at **pm on 16 October 2015**; 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 receive individual communications 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 current 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 that apply when an undergraduate is obliged to intermit (suspend) his or her studies because of ill-health:

- a. Each student who intermits on health grounds 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,

- full-time study, fails to meet the required standard of application and progress.
- c. Those who intermit on health or other personal grounds will continue to have access to University learning and support facilities. In most cases it is appropriate for an intermitting student to take a break from the College and so access to College and College resources should normally be suspended until shortly before they return.
 - d. One term before the anticipated return, a medical certificate should be provided indicating that the student is fit to begin preparation for a return to study.
 - e. Upon receipt of such a medical student the Academic Office will notify tutors, who should at this point establish contact with the student to agree the form in which he or she should provide evidence of their academic 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 then only by prior arrangement.
 - g. The 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 in sufficient time before the anticipated return date to allow the student's tutors and the Senior Tutor, to evaluate the evidence and decide whether a return to study is appropriate and what special arrangements, if any, should be made for the student's return. Where timing permits the recommendation should be considered by the Education Committee. However, if this is not possible, the student's tutors and the Senior Tutor will make the decision on behalf of the Committee and that decision will be reported to the following Education Committee meeting.

16. Vacation Residence Regulations

1. **Policy:** the College sets as part of its academic policy that vacation residence is 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 *College Handbook*, 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
Applications which miss the given deadline will not be considered
- c. Undergraduates who do not observe these College Regulations will be reported to the Finance Committee, and may be charged the full commercial rate for the room to which they occupy without the Domestic Bursar's permission beyond the contractual period.
- d. Those granted vacation residence may be required to change room. Junior Members must hand their old room key in to Housekeeping in exchange for a new one. If their previous room key is not handed in they will be subject to a fine.

3. Definition of "term" and "Vacation"

- a. For the purposes of Vacation Residence, "term" shall be taken to mean the period from 8 am on the Thursday before the beginning of Full Term to 10 am 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 am on the Saturday of Eighth Week and shall not be re-occupied by that Junior Member between that time and 10 am 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 a 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). Charges are listed on the College website. 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 am 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 am on the following morning.
- d. Every effort will be made to provide Junior Members taking Second Part Examinations with a college room for the period from noon on Monday of Week Nought and until 10 am 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 by 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 am 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 requires it, and reasonable charges will be applied.
- 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 the 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 ROQ Building at £21.05 per night, all other Somerville Accommodation at £19 per night (the vacation residence charge). Approved grants will be credited to students' battels. Please note that the entitlement to apply for a grant does not imply that the application will be successful since grants are paid from limited college resources.
- b. Students may carry forward the fourteen nights and so may be able to request grants for up 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 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;
- c. Being in receipt of a current hardship grant;
- d. Being able to demonstrate that they will be in financial difficulties if they stay up to academic reasons;
- e. Having missed tutorials through certified illness.

PART J: APPEALS

J1 College appeal process

Students given a penalty in relation to non-academic matters may appeal against the penalty by writing to the Dean and the Principal, the latter having overall responsibility for the discipline of students. Those dissatisfied with the Principal's ruling may make a further appeal to the Conference of Colleges' Appeal Tribunal.

The outcome of an Academic or Behaviour-Related Disciplinary Panel is a final decision of the Principal and Governing Body, and therefore a student wishing to appeal should approach the Conference of Colleges Appeal Tribunal.

J2 Conference of Colleges Appeal Tribunal (CCAT)

A student may appeal a decision of Governing Body to send him or her down by filing a written application to the Conference of Colleges Appeal Tribunal (CCAT) not more than five days after being notified of the decision. The application should include a copy of the decision being challenged, a brief statement of the facts and of the arguments on which the application is based, and your request for a remedy, where applicable an application for a stay of the effects of the decision.

being challenged or for any other preliminary relief of an urgent nature, and your contact details. This will be acknowledged by the CCAT Secretariat.

CCAT will then organise a Panel to review the case; no members of the Panel will have any direct connection with the College. The Panel will normally convene a hearing within 14 days from receipt of the application but this will depend on the circumstances of each case. The student concerned or the College may be represented by a third party (including, at the Panel's discretion, by Counsel and/or a solicitor). The hearing will be normally be in public and a decision will normally be made within seven days of the hearing of the appeal. Full procedures can be obtained from <http://is.gd/QgpAcJ>.

J3 Office of the Independent Adjudicator for Higher Education

Under the Higher Education Act 2004, certain complaints which the student concerned considers have not been properly dealt with by the College and the CCAT may be pursued with the Office of the Independent Adjudicator for Higher Education. Please see www.oiahe.org.uk for full details.

PART K: COMPLAINTS

K1 Sources of advice

The University website has a detailed page of guidance for students on complaints and appeals at <http://www.ox.ac.uk/students/academic/appeals>. This contains details of how to contact the OUSU Student Advice Service, Harassment Line and Student Counselling Service, and links to the Proctor's 'Essential Information for Students' which is also referred to throughout this document.

K2 Resolving complaints informally

Where possible, the College seeks to help students resolve any complaints they may have informally. Students should normally take a complaint on academic matters to their Personal Tutor, the Senior Tutor, or to a Consultative Tutor, in confidence. 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 (see section C7).

A complaint in relation to accommodation, catering or support staff should be taken in the first instance to their manager: Treasurer or Senior Tutor. Students may be accompanied in these instances by a fellow Somerville Junior Member of their choice.

A complaint relating to a fine imposed by the Deans should be taken to the Principal in the first instance.

K3 Formal complaints

If it is not possible to resolve a complaint informally, then a written complaint may be sent to the Principal. The Principal may delegate responsibility for responding to the complaint to another senior member of the College.