



# College Handbook for Graduate Students

## **IMPORTANT INFORMATION FOR GRADUATE STUDENTS** **Michaelmas Term 2022** *Version 1.1*

This booklet contains important information about the College.  
It is also available on the College website:

<https://www.some.ox.ac.uk/policies/>

See also the University's Student Gateway at [www.ox.ac.uk/students](http://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 (1780-1872), was founded as Somerville Hall in 1879 to open up opportunities for higher education in Oxford to 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 to 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. In particular, in the 21<sup>st</sup> century, Somerville is a community that upholds values of Equality, Diversity and Inclusion. Somervillian 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 accommodation 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 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 membership, whether for want of industry or any other stated reason, is considered by the Governing Body to be no longer desirable.
- g) All Junior Members have an obligation to keep themselves informed by checking their pigeonholes and their College e-mail daily during term time (occasionally during the vacations where practically possible), and checking for notices in the Porters' Lodge, in the Front Hall, and on the College web-site [www.some.ox.ac.uk](http://www.some.ox.ac.uk).
- h) 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 the Policies webpage - <https://www.some.ox.ac.uk/policies/>

Equality policies and related documents can be found on the Equality and Diversity webpage: <https://www.some.ox.ac.uk/current-students/equality-and-diversity/>

#### **Policies and Guidance**

- [Somerville College Confidentiality Policy](#)
- [Data Protection Policy](#)
- [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](#)
- [Use of computers and IT facilities](#)

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'. The Governing Body (GB) consists of the Principal and Fellows, and is the ultimate authority within the College. A list of members is given below, and is also available on [https://www.some.ox.ac.uk/people/fellows-and-academics/?sft\\_people\\_cat\\_public\\_taxonomy=governing-body](https://www.some.ox.ac.uk/people/fellows-and-academics/?sft_people_cat_public_taxonomy=governing-body). 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, most of which have student representatives.

## A3. Members of Governing Body<sup>1</sup>

Principal: **Royall, Jan (Baroness Royall of Blaisdon)** PC, BA Lond, MA Oxf

Vice-Principal: **McNay, Lois**, BA MA Sus, MA Oxf, PhD Camb, *Professor of the Theory of Politics and Tutor in Politics*

Senior Tutor: **Rayner, Stephen**, MA Oxf, PhD Durham, FRAS, MInstP.

### Fellows (In order of seniority):

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

**Stafford, Fiona**, BA DLitt Leic, MA MPhil DPhil Oxf, FBA, FRSE, *Professor of English Language and Literature, Tutor in English Literature*

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

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

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

**Wood, Matthew**, MB ChB Cape Town, MA DPhil Oxf, FMedSci, *Professor of Neuroscience*

**Roberts, Stephen**, MA DPhil Oxf, FEng, FIET, FRSS, MIOP, RAEng-Man *Professor of Machine Learning*

**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, *Professor of Legal Philosophy 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*

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<sup>1</sup> JCR and MCR representatives attend for unreserved business.

**Anthony, Daniel**, BSc PhD Lond, MA Oxf, *Professor of Experimental Neuropathology and Tutor in Medicine*

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

**Dignas, 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, *Professor of Early Modern History and Tutor in History*

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

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

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

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

**Hare, Christopher**, BCL Oxf, MA Camb, LL.M Harvard, Dipl D'Etudes Jurid Poitiers, *Associate Professor of Law, Tutor in Law and Dean MT and HT*

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

**Parker, Andrew**, BA Liv, MA Oxf, ACMA Treasurer

**Potts, Charlotte**, BA Victoria, New Zealand, MA UCL, DPhil Oxf, FSA, *Sybil Haynes Associate Professor of Etruscan and 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 Norwegian ST, *Associate Professor of Philosophy and Tutor in Philosophy*

**Ciubotaru, Dan**, BSc MA Babeş-Bolyai, PhD Cornell, *Professor of Mathematics, Diana Brown Fellow and Tutor in Mathematics*

**Kalim, Sara**, MA Oxf, *Director of Development*

**Tyler, Damian**, MSci PhD Nott, *Professor of Physiological Metabolism*

**Southerden, Francesca**, BA MSt DPhil Oxf, *Associate Professor of Italian and Tutor in Italian*

**Mycock, Louise**, BA Durh, MA PhD Manc, *Associate Professor of Linguistics and Tutor in Linguistics*

**Lambiotte, Renaud**, MPhys PhD Brussels, *Associate Professor of Networks and Nonlinear Systems and Tutor in Mathematics*

**Seiradake, Elena**, PhD Heidelberg, *Professor of Molecular Biology and Tutor in Biochemistry*

**Zaman, Faridah**, BA, MPhil, PhD, *Associate Professor of History and Tutor in History*

**Parmentier, Vivien**, PhD, *Associate Professor in Physical Climate Science and Tutor in Physics*

**Dieckmann, Samantha**, BMus, PhD, *Associate Professor of Music and Tutor in Music*

**Davies, Robbie**, BSc Toronto, MSc Ottawa, DPhil Oxf, *Associate Professor of Statistics and Tutor in Statistics*

**Jackson, Michelle**, BSc PhD Queen Mary University of London, *Associate Professor of Zoology and Tutor in Biology*

**Zilberman, Noa**, BSc, MSc, PhD Tel Aviv, MA Oxf, *Associate Professor of Engineering Science and Tutor in Engineering Science*

**Agrawal, Prateek**, B.Tech Indian Institute of Technology Bombay, PhD University of Maryland, *Associate Professor of Physics and Tutor in Physics*

**Klemm, Robin**, PhD Max Planck Institute of Molecular Cell Biology and Genetics and TU - Dresden, *Associate Professor in Medicine and Tutor in Medicine*

**Owens, Patricia**, BSc Bristol, MPhil Cambridge, DPhil Aberystwyth, *Associate Professor of International Relations and Tutor in International Relations*

**Klymak, Margaryta**, MSc Edin, PhD Trinity College Dublin, *Fixed term Fellow and Tutor in Economics*

**Kirkpatrick, James Ravi**, BA Reading, MLitt St Andrews, BPhil, MA DPhil Oxf, *Fixed term Fellow*

*and Tutor in Philosophy*

**Solanke, Iyiola**, BA Lond, MSc DPhil LSE, *Jacques Delors Professor of European Law*

**Vogiatzaki, Konstantina**, BA, MSc NTUA, PhD Imp Lond *Associate Professor in Engineering*

#### **A4. College Committees<sup>2</sup>**

**Education Committee** is composed of the Principal (in the Chair), the Vice-Principal, Senior Tutor, Treasurer, Librarian, the Dean, Undergraduate Officer and all Tutorial Fellows. The Academic Office Administrator acts as Secretary to the Committee. One Fellow from each Honour School, nominated by the Tutors in that School, attends each meeting. The Agenda is divided into two parts: Part A and Part B, the latter containing Reserved Business. The MCR and JCR Academic Affairs representatives attend for Part A. Each Honour School may also nominate one Lecturer to serve on the Committee. 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) Policy and guidance on matters of behavioural discipline
- g) The initiation of the College's academic progress monitoring procedures in cases of undergraduate students who fail to meet the standard required

**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. The sub-committee shall be convened when required to discuss important issues, and issues of sensitivity.

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<sup>2</sup> The full list is published in the College by-laws, available at [Policies webpage](#).

**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. 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, for the most part, 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 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.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 <https://www.ox.ac.uk/students/academic/complaints?wssl=1>



*The University Student Handbook* may be consulted on the University's web-site at <http://www.proctors.ox.ac.uk/handbook/handbook/>

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

1. Introduction
2. About the University
3. Welfare
4. Fitness to Study
5. Residence
6. Academic Dress
7. Examinations & Course Requirements
8. Intellectual Property
9. Conduct
10. Disciplinary Procedures & Rights
11. 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](http://www.admin.ox.ac.uk/examregs)). See also the Proctor's guidance at <https://www.ox.ac.uk/students/academic/student-handbook?wssl=1>

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

## **C2. Termly reports**

Graduate Supervisors (or Course Directors for those on a taught course) will write a report on each student's work each term, available through Graduate Supervision Reporting (GSR) in eVision <http://www.admin.ox.ac.uk/studentsystems/gsr/>. This page also contains guidelines and explanations on the reporting system.

## **C3. College Advisers**

In addition to any Supervisor or Course Director appointed by departments and faculties, each graduate student is assigned a College Adviser at Somerville who acts as a point of contact within College for any academic issues and/or welfare concerns. New graduate students will be given the name of their College Adviser at the start of term by the Academic Office, and urged to contact their advisers personally (e-mail is best). So far as possible, the Adviser will be a member of the Department or Faculty to which their advisee is affiliated, and so able to give informal advice about administrative, financial or personal matters of concern, as well as to discuss academic progress. It is important to note however that the Supervisor is formally responsible for a graduate's academic progress. College Advisers are not intended to be Co-Supervisors. They are not expected, for example, to read or comment on a student's thesis. Rather, they are there to act as a focal point for an individual student's relationship with the College and, where necessary, to support a student in their relationship with the relevant department or faculty.

## **C4. Progress**

Academic progress for graduate students comes predominantly from the student's Supervisor through their faculty or department. In addition to Graduate Supervision Reporting system (GSR) reports, graduate students should consult their faculty or department's Director of Graduate Studies (DGS) for academic feedback. In addition, graduate students are invited to attend Graduate Review meetings with the Principal. These are optional meetings, including a lunch or tea in college, which gives the students the opportunity to raise concerns, ask questions or provide feedback about their course. Students are also welcome to arrange to see the Principal individually by appointment through her Executive Assistant (70630, [principals.office@some.ox.ac.uk](mailto:principals.office@some.ox.ac.uk)).

## **C5. Prizes**

**Archibald Jackson Prizes** are awarded to those achieving a Distinction in their final degree. The value of a prize is currently £100 and it may be awarded in any subject.

## C6. Other Awards

Graduates can apply for other awards including:

- Travel and Special Project Grants
- Catherine Hughes Grants
- Thatcher Development Awards
- Internship Awards
- Grants for Course Materials and Equipment
- Grants for Medical Equipment (BMBCH students)
- Sports and Wellbeing Awards

Full details are available on the [College website](#) or from the [Scholarships and Funding Officer](#).

## PART D: DECANAL MATTERS

The College Statutes state that the Principal is responsible for the discipline of students, 'provided 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

The Dean's Office can be contacted via email at **deans.office@some.ox.ac.uk**. During term time, the Office is also available via mobile on 07850 784964 7pm-7am on weekdays, and at all times on the weekend. The Porter's Lodge can be contacted using 01865 270600 at any time (except during the Christmas shutdown period).

All members of College are expected to show consideration for one another. The Deans will 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 Dean 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 Deans' Regulations are reviewed annually by consultation between the Dean and other members of the College, and are approved by Education Committee. 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. The processes by which the Dean or other authorised agents or agencies may impose penalties are set out in the separate [Behaviour-related-Disciplinary-Code](#).

### **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 and in or near student accommodation where people may be trying to work or sleep. Anyone who is upset by undue noise is under no obligation to confront the noisemaker in person if they prefer not to. They may contact the Porters' Lodge in the first instance, and, where appropriate, 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 and video equipment may be used in common rooms 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.
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. Please wear headphones if you wish to listen to music in the gym, the use of speakers is not allowed. Guests are not permitted to use the College gym facilities.
8. Mobile telephones must be switched off or on silent mode, with vibrate mode turned 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 (including electric cigarettes) is not permitted** within College rooms or anywhere within the College curtilage and incurs an automatic fine of £50.
10. Please respect 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 MCR/JCR.
11. Ball games may not be played in College, except that croquet and boules may be played on the 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, scooters 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 common rooms can be 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 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.

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. Guests using College facilities must be accompanied by a member of the College. 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 dine 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 enter or leave; at the end of the meal; or, if necessary, to use the toilets. 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. Impolite behaviour towards catering and waiting staff will not be tolerated.
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 room between 11:00pm (midnight on Saturdays) and 8:00am. In accordance with regulation 17, guests using College facilities must be accompanied by a member of the College. To enable us to comply with fire regulations, residents will 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.<sup>3</sup> 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 twenty people. Rooms for meetings and social events may be booked via the Bursary e-mail address as follows: [bursary@some.ox.ac.uk](mailto:bursary@some.ox.ac.uk). Please note charges may be applicable for room hire and 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 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. 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. Permission to use Vaughan Junior Common Room: must be obtained 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.)

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<sup>3</sup> 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.

28. The MCR can be booked through the MCR President.
29. 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.
30. Chapel bookings can be made via the website and in liaison with the Chapel Director. On some occasions, the permission of the Principal may also be required.
31. No informal barbeques may be held in College at any time.
32. Bops and Parties with music and/or dancing may only be held in public rooms in College and 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. A full guide of how to book larger events can be found on the website.
33. At all meetings, the [University's Codes of Practice on Freedom of Speech](#) must be adhered to.
34. Subject to the College's obligation to support and uphold the right to free speech and the right of individuals to equal treatment under the law, the College complies with its legal obligation to have due regard for the risk of people being drawn into terrorism when considering events and meetings taking place in College.
35. Fines and charges may be imposed by the Deans for any damage to property in or near the rooms booked.
36. No event involving alcohol may take place without the prior permission of the Catering & Conference Manager, who is the Designated Premises Supervisor and handles all requests to hold events in College. Please note that 21 days' notice is required for events requiring the approval of local authorities.
37. Alcohol may not be consumed in the Quad.
38. 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.
39. 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***

40. All roofs and parapets of College buildings are out of bounds: going on to them is a major safety hazard.
41. In an emergency of any kind, the Porters' Lodge should be contacted in the first instance, by telephone (01865 (2)70600) or in person.
42. 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 also be reported to the Dean (e.g. cases of theft).
43. 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 which are held at least 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.
44. Fire safety equipment must not be tampered with; violations will be reported to the Deans.
45. 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.
46. Personal electric heaters must not be brought into College. A limited number of approved heaters may be made available in periods of severe cold.
47. Candles and similar items (i.e. joss sticks/incense) may not be lit in rooms or common areas.
48. Do not leave items on windowsills; they create a hazard to anyone passing or working beneath.

49. 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.
50. 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 Lodge.
51. Your Access card allows you to pass through all doors in College to which you have right of entry. 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 Access Card: to do so poses a significant security risk.
52. Access Cards are issued by the Porters' Lodge. You must never lend your Access Card to anyone, not even to a Somervillian. Loss or theft of your room key or Access Card must be reported to the Lodge. Room keys should be left at the Lodge during vacations and collected when you return. If your key is taken home during vacation then a fine may be levied to cover the cost of a replacement. Rooms are often used during vacation for commercial purposes. Under no circumstances should keys be duplicated.
53. 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.
54. 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***

55. 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.
56. 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.
57. Motorcycles and cars may not be brought in to college on any occasion. There is no car parking space available for undergraduates or graduates within the College or surrounding external accommodation locations.
58. 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 and Social Media***

59. Posters may be displayed in College as long as they comply with the law (but only on designated noticeboards).
60. 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.
61. Political canvassers are not permitted to operate in College; they must not knock on doors or approach College members on the premises.
62. Hustings meetings will be organized for the airing of views. For details, and guidelines on posting and 'pidging' please contact your common room President.

63. 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.
64. 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.
65. Students are advised to use social media responsibly and should be aware that it is possible for their digital footprint to seriously compromise their reputation. Online bullying and harassment will be taken extremely seriously.

### **College Library**

66. 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**

67. Computing resources must be used in accordance with the regulations set out at here: <https://it.some.ox.ac.uk/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**

These procedures are now set out in the [Behaviour-related Disciplinary Code](#).

# **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 <https://www.ox.ac.uk/students/fees-funding?wssl=1>. One of the responsibilities of the College Accountant, Mrs 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. Elaine may be contacted by email ([college.accountant@some.ox.ac.uk](mailto:college.accountant@some.ox.ac.uk)) or by visiting the Treasury. 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. The final charges for the following year are then reviewed by Finance Committee and agreed by Governing Body every Trinity Term. Graduates 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 1<sup>st</sup> week. A second battels statement (bill) is circulated before the end of 3<sup>rd</sup> week, incorporating miscellaneous charges (including vacation residence). **This must be paid by Friday of 4<sup>th</sup> week.** If for any reason you are unable to pay by this date, you must contact the College Accountant *before* the due date. More often than not special arrangements for delayed payments



can be made, where justified by circumstance. *However, failure to contact the Treasury to make such arrangements will be taken as implying unwillingness, rather than inability, to pay. The College reserves the right to charge interest on unpaid battels balances.*

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

### **E3. Catering charges**

The catering charge for students living in College is £90 per term. This charge is added to your first Battels (College financial account) statement each term and the full amount is available for you to spend on food. You will be able to spend it on food and drink in Hall as well as in The Terrace.

**If you are living in accommodation that is not provided by the College, you do not need to pay a Catering credit.**

In the event that you decide not to add any further amounts to your cards each term, this sum of £90 is equivalent to eating one meal in hall approximately every 3 to 4 days, leaving you to choose where you eat for the rest of the term (in hall, out of college or self-catering).

This payment makes a significant contribution to maintaining the college's catering facilities for everyone (similar schemes in other colleges ask for contributions of between £120 and £200 per term).

However, for regular use of the Catering service, it is recommended that at least £200 is paid into your College food account at the commencement of each term. This and subsequent top-ups of your food account will be possible via an online payment facility or by payment at the Treasury.

Please note that your College food account will not be active for the first few days after you arrive at Somerville. If you intend to buy meals in the Pantry in your first few days, you will need enough cash to pay for these.

Any unspent credit remaining in your food account at the end of a term will be carried forward to the next term. **However, you will not be able to reclaim any balance not spent by the time you leave College at the end of your course.**

Exemptions from the Catering credit will only be considered on medical or religious grounds. To be considered for an exemption, you should write to or e-mail [Andrew Parker](#), Treasurer, with details of why you think you should be exempt, by Monday of 1st week in Michaelmas Term. All requests for exemptions will be treated in the strictest of confidence and will be considered by a small panel of senior staff, taking into account individual circumstances, the existing provision of menu choice and the capacity of the kitchen to meet many dietary requirements by arrangement.

## **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. More information about confidentiality can be found in the Somerville College Confidentiality Policy available here: [https://www.some.ox.ac.uk/wp-content/uploads/2021/07/Welfare\\_Somerville-College-Confidentiality-Policy-July-2020.pdf](https://www.some.ox.ac.uk/wp-content/uploads/2021/07/Welfare_Somerville-College-Confidentiality-Policy-July-2020.pdf)

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 any personal, practical or financial difficulties that you are experiencing), the Welfare Support and Policy Officer, Joanne Ockwell or the Senior Tutor, Dr Stephen Rayner, are available to give advice on any personal or practical problem, or to suggest other people to whom you might talk ([welfare.officer@some.ox.ac.uk](mailto:welfare.officer@some.ox.ac.uk) or [senior.tutor@some.ox.ac.uk](mailto:senior.tutor@some.ox.ac.uk)). All such approaches will be confidential, unless you give consent for the matter to be discussed with others or disclosure is required to protect your safety or the safety of 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.<sup>5</sup>

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](mailto: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 Welfare Support and Policy Officer, or the Senior Tutor. For emergencies, or complaints about others' behaviour or noise, contact the Porter on duty in the Lodge in the first instance (70600).

All students should register with a doctor in Oxford as permanent patients for the duration of their course. The College Doctors (Dr Fiona Boyle and Dr Paul Ch'en) 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 01865 318499) at the Jericho Health Centre, New Radcliffe House, Walton Street, close to the College.

The College Nurse is available to see students about medical issues on weekdays during term time. Her office is Darbshire 16 – please see the notice on her door for her availability or email her at [somenurse@nhs.net](mailto:somenurse@nhs.net).

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>.

The College Counsellor, is available to see Somerville students on Mondays. Please contact him at [College.Counsellor@some.ox.ac.uk](mailto:College.Counsellor@some.ox.ac.uk) for an appointment.

The Principal, Jan Royall (Baroness Royall of Blaisdon), 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 Executive Assistant ([principals.office@some.ox.ac.uk](mailto:principals.office@some.ox.ac.uk)).

A number of students have been trained by the University Counselling Service to offer peer support. All conversations with them are confidential unless disclosure is required to protect your safety or the safety of others. 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.

The College's Harassment Policy and Procedure can be found on the college website: <http://www.some.ox.ac.uk/about-somerville/freedom-of-information/policies-procedures-2/>. If you would like to be put in contact with a member of the College Harassment Advisory Panel, please ask the Senior Tutor or the Dean.

See also <http://www.ox.ac.uk/students/welfare>.

## **PART G: FITNESS TO STUDY**

If your academic work is interrupted at any time by health problems, it is vital that your Personal Tutor or College Adviser be informed. 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.proctors.ox.ac.uk/handbook/handbook/>. 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 determination. 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](http://www.ox.ac.uk/students/welfare/disability) (under the Resources section).

Within Somerville, the Disability Co-Ordinator is the Welfare and Policy Officer, Jo Ockwell. Jo liaises with students and the Disability Advisory Service in order to put in place necessary reasonable adjustments. Jo can be contacted at [welfare.officer@some.ox.ac.uk](mailto:welfare.officer@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

### I1. University regulations

The University expects graduates 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 Regulations*. These Regulations require graduates to keep residence for 42 days each term.

Research students may be granted dispensation from the requirements to keep residence if it is necessary for them to carry out their academic work elsewhere. To seek permission, contact your department in the first instance. Graduate students must reside within twenty-five miles of Carfax unless they have been given special permission to work away from Oxford for a period. Further information about these requirements are explained in full in the Student Handbook at <http://www.proctors.ox.ac.uk/handbook/handbook/>.

### I2. Annual re-registration

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>. Registration opens on **1 September** and closes at **4pm on 15 October 2021**; 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.

## PART J. APPEALS

## **J1 Appeals**

Students given a penalty in relation to non-academic matters may submit an appeal against the ruling, in writing, to the Senior Tutor in the first instance. The Senior Tutor will refer the appeal to a former Dean who will not have had any contact with the student concerned and will rule on the appeal. Exceptionally, in the most complex cases the former Dean may consult other former Deans to assist with a ruling on the appeal. Those dissatisfied with the former Dean's ruling may make a further appeal to the Conference of Colleges' Appeal Tribunal.

<http://www.confcoll.ox.ac.uk/html/main/ccat.html>

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 them 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, 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 and 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](http://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: <https://www.ox.ac.uk/students/academic/complaints?wssl=1>. This contains details of how to contact the OUSU Student Advice Service, Harassment Line and Student Counselling Service, and links to the Proctor's 'Student Handbook' 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 College Advisor or the Senior Tutor in confidence. Tutors should discuss cases where a student is not working to the best of their 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.