



NEW COLLEGE
OXFORD

STUDENT GUIDE

2022-23

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GENERAL INFORMATION

Communications

Communications from College

Junior Members are all the student members of the college. They include:

- **Undergraduates** junior members reading for undergraduate degrees at the University of Oxford. They are members of the Junior Common Room, or JCR.
- **Graduates** junior members reading for higher degrees. They are members of both the Middle Common Room, or MCR, and the JCR.
- **Senior Status Students** junior members undertaking a second undergraduate degree course. They are members of both the JCR and MCR.
- **Visiting Students** junior members studying at New College for a limited period of time, who are

College Officers 2022-23

the University of Oxford. The Head of Outreach will run a recruitment process for new ambassadors during

The academic year

There are three eight-week terms in each academic year. The term dates for 2022-23 are:

Michaelmas	Sunday 9 th October 2022	to	Saturday 3 rd December 2022
Hilary	Sunday 15 th January 2023	to	Saturday 11 th March 2023
Trinity	Sunday 23 rd April 2023	to	Saturday 17 th June 2023

These are referred to as Weeks 1 to 8. This period is known as Full Term. The week before Full Term is called Week 0, the week before Week 0 is known as Week -1, and the week after the end of Full Term is called Week 9.

Undergraduates In Week 0 students meet with their Tutors (to arrange tutorials and to be set work), and often sit college collections (practice examinations) on the Thursday, Friday and/or Saturday. It is a College rule that undergraduates must arrive in Oxford no later than 12 noon on Wednesday of Week 0. They must stay until Saturday of Week 8 each term.

Graduates Much teaching and lecturing activity is concentrated in Full Term, but as a graduate your course is likely to extend over much longer periods – your department or faculty will advise when you need to be present in Oxford. Research students work year-round.

Further information about college and University residence requirements can be found in the Dean's Handbook (<https://www.new.ox.ac.uk/deans-handbook>) and on the University's website (<https://www.ox.ac.uk/students/life/residency>).

Sources of academic support and guidance in New College and the University

Undergraduates and Visiting Students

Every student is likely to find some aspect of their academic work challenging during their time at New College. If you have academic or personal issues that you would like to discuss with someone, the first point of contact is your tutor. The Senior Tutor, (Dr William Poole) is also available to talk to

Changing your course of study (undergraduates only)

When you were accepted to New College, you were accepted onto a specific course of study. If you want to change to another degree course (which is called a 'Change of School') you will need the permission of the college. Permission is granted only if there is satisfactory evidence that the change is in the applicant's own interest, and only if teaching resources allow. You should note that:

- A) The college does not allow students to change School to subjects in which it does not ordinarily admit undergraduates;
- B) An undergraduate student who is already on course will normally not be permitted to change School into a subject for which they have previously made an unsuccessful application;
- C) Funding and visa arrangements may be affected by extensions and changes of course: a student who is given permission to change School will be responsible for making any necessary changes to their financial and immigration arrangements as a condition of changing course.

If you decide you would rather do subject Y than subject X, then you open communications with the tutors in subject Y and/or the Senior Tutor. You may also discuss it with their tutors in subject X, but the college recognises that there may be good reasons why you might not want to do so. If you do not share the request with the tutors in subject X, then the tutors in Y should not discuss this with colleagues in X either, unless they have your permission. The tutors in Y can decline on the basis of available admissions material, but if they are willing to consider, they must put you through appropriate tests to establish whether the case for transfer is at least as good as the case for admission straight into subject Y, had you initially so applied. The tutors in Y then make a recommendation to the college's Warden & Tutors Committee, who ultimately decide upon the request.

Additional notes:

Graduates

Your degree result is based on your performance in University examinations and assessed coursework (also considered part of an “examination”) if you are a taught graduate, and your DPhil thesis and viva if you are a research student.

Mock examinations

Many tutors in the college set college collections (practice examinations) for undergraduates. The university also organises a number of sessions in the Examination Schools where undergraduates and graduates can sign up to take along a past paper and practise writing under invigilated conditions. They also provide orientation sessions. Details are online: www.ox.ac.uk/students/academic/exams/mocks.

Entering for Examinations

It is your responsibility to ensure that you are entered for your examinations. The University will automatically update your student record with the core papers that you are required to take. You are required to enter for any other examinations via student self-service. The University Academic Records Office will send you an email notification with information on how and when to do this. Once the university

postage, reliance on third parties to deliver your work, travel problems, printing problems, or, for submission of work electronically, problems such as failure of your private email, computer (including virus infection), internet connection, connection to the submission portal (unless a system-wide error), or lost or stolen files." (www.ox.ac.uk/students/academic/student-handbook?wssl=1).

Sitting university written examinations (online or in-person)

The University issues advice, including a list of 'required' and 'permitted' items, disallowed items, and a list of Dos and Don'ts for in-person examinations, here: www.ox.ac.uk/students/academic/exams/guidance. Detailed guides for both in-person examinations and online examinations are also available from the following website: www.ox.ac.uk/students/academic/exams. If you are unwell during an in-person examination, alert the invigilator and ask for assistance, and ensure that the Academic Registrar knows, the same day what has gone wrong via (via 01865 (2)79596, or tuition@new.ox.ac.uk). You may need to complete a 'mitigating circumstances notice' and get a medical certificate.

Notices of mitigating circumstances

Graduates your department or faculty adviser. Alternatively, you might prefer to talk in the first instance with the Academic Registrar, Tutor for Graduates or another source of support within the

attending, then you must let your tutor know directly and, if possible, well in advance. Tutors will try to adjust meetings to accommodate illness or other similar difficulties, but they have busy schedules and cannot alter arrangements merely for your convenience. Likewise, in the rare event that you are so unwell that you have not been able to complete your work, you must be in touch with your tutor before the deadline rather than afterwards. College rules on academic work can be found in the Academic & General Discipline Procedures appended to the Dean's Handbook

<https://www.new.ox.ac.uk/sites/default/files/2022-07/Academic%20and%20General%20Discipline%20Procedures%20July%202022.pdf>).

student's own. Plagiarism or cheating of any kind in collections will be treated as a serious violation of college rules and will result in instigation of the college's academic disciplinary procedures. Tutors aim to mark and return written collections as promptly as possible, normally by Monday of Week 3; where written collections are being marked by tutors from outside college, they endeavour to ensure that they are marked and returned promptly.

Excellent academic work

Excellent academic work is recognised by the University in the award of Distinctions in the First Public Examination, and by First Class Honours in later examinations. The college recognises excellent academic work in several ways:

A)

Graduate continuation charges

The University levies a continuation charge (currently £528 per term, reviewed annually; half this for part-

Grants for academic and non-academic purposes

The college has a variety of grants and prizes for both academic and non-academic purposes. Full details of these can be found on the college's website:

For undergraduates: <https://www.new.ox.ac.uk/scholarships-grants-prizes-undergraduates>

For graduates: <https://www.new.ox.ac.uk/scholarships>

ACADEMIC FACILITIES

College Library

College Librarian Dr Christopher Skelton-Foord, Christopher.skelton-foord@new.ox.ac.uk

Deputy Librarian Will Shire, William.shire@new.ox.ac.uk

Archivist: Dr Michael Stansfield, Michael.stansfield@new.ox.ac.uk

Fellow Librarian Dr William Poole, William.poole@new.ox.ac.uk

Opening hours

The Library is open from 8am to the following 2am every day, except for during the college's Christmas closed period.

Rules and regulations relating to the use of computers can be found in the Dean's Handbook.

NON-ACADEMIC FACILITIES

Accommodation

Home Bursar: Gez Wells, gez.wells@new.ox.ac.uk

PA to the Home Bursar: Emily Meeson, Emily.meeson@new.ox.ac.uk

Domestic Services Manager: Ellen Baker, ellen.baker@new.ox.ac.uk

Clerk of Works: Michael Collett, Michael.collett@new.ox.ac.uk

Make a room maintenance request by emailing maintenance@new.ox.ac.uk

Accommodation in New College and College property is assigned by the Home Bursar, with the help of the Officers of the MCR and JCR.

Undergraduate accommodation

Scouts

Cleaning staff (known as Scouts) maintain the communal parts of the college and the Weston Buildings, ensuring staircases, corridors, bathrooms, and lavatories, are kept in a clean and tidy condition. Scouts also

Men's Rugby
Tennis
Netball
Hockey
Mixed Lacrosse
Badminton

Basketball
Men's Squash
Women's Squash
Mixed Rounders
Pool

Facilities

We are only a short walk from our sports ground, located on St Cross Road. New College is lucky to have a large sports ground with facilities including:

Main field with football and rugby posts, used for cricket in the summer. Contact paul.roper@new.ox.ac.uk to book.
Hard court - for tennis, basketball, netball. Booked through New College Intranet: <https://intranet.new.ox.ac.uk/secure/>
Six grass courts - for tennis in the summer. First-come, first-served basis. Available Trinity Term only.
Squash court. Booked through New College Intranet: <https://intranet.new.ox.ac.uk/secure/>

A table tennis table in JCR, and another available to set up in the MCR. First-come, first-served basis.
Two cricket nets. First-come, first-served basis. Available Trinity Term only.
Erg machine room for rowing. Available to Boat Club authorised users only.
Punts. Booked through the Weston

Funding

New College encourages involvement in sport by helping to cover some of the sporting expenses of members of both the JCR and MCR. This is done through the termly Sporting and Cultural Development Award as well as the Blues Fund, specifically for university level sport, which is allocated every Trinity term.

Safety in sport

It was first built in the 1860s by an eccentric diplomat called David Urquhart, burned down in 1906, rebuilt in 1909 and used ever since by a combination of Balliol, New College and Univ. students for reading parties and walking holidays.

Chalet Parties consist of about a dozen students, a manager and bursar (also students) and a couple of senior members. The purpose of the parties is to let people read, walk, and talk for ten days; serious climbing is absolutely forbidden, but strenuous walks are encouraged. The daily round depends a lot on the weather, but given decent weather, most people have a late breakfast, read on the lawn, eat a picnic

The Junior Common Room (JCR) and Middle Common Room (MCR) each have two dedicated Welfare Reps who can offer help. The Common Rooms also run a

The College is also bound by its safeguarding policy if a student is under 18 – the full policy can be viewed on our website:

Fire safety

DETAILED INSTRUCTIONS ON THE ACTION TO TAKE IN THE EVENT OF FIRE ARE DISPLAYED IN ALL STUDENT ROOMS ON COLLEGE PREMISES. YOU MUST STUDY THEM CAREFULLY, AND YOU MUST KNOW HOW TO ESCAPE FROM YOUR ROOM. YOU MUST KEEP FIRE EXITS CLEAR AT ALL TIMES.

When the fire alarm sounds in any college property, all students, staff, and visitors are required to evacuate the buildings immediately, and to go to the designated assembly point. Failure to respond to an alarm will be treated as a serious disciplinary matter. The designated assembly point for your building is displayed on the nearest fire emergency notice, usually located on notice boards near the final point of exit from the building. Please note, due to the size of New College, there are multiple assembly points around the site.

Personal safety

Oxford is generally a safe place to live and work in. It is no more dangerous than any other similarly-sized

