NCI 5430: Garden Quad, New College, by Francis Barraud (1856-1924, watercolour).

# The Handbook of New College

# #ONTEN

)NTRODUCTION I

!CADEMIC /BLIGATIONS

%VERYONE WHO ACCEPTS A PLACE ON AN UNDERGR
AT .EW #OLLEGE /XFORD IS CONSIDERED A *UNIOR
BOUND THEMSELVES TO OBSERVE THE #OLLEGE
THE REQUIREMENTS SET OUT IN THE STATEMENT O

# I: ACADEMIC OBLIGATIONS

## 1. THE SENIOR TUTOR

2ESPONSIBILITY FOR THE ADMINISTRATION OF
WITH THE 3ENIOR 4UTOR $R 7ILLIAM 0OOLE
MATTERS TO THE #OLLEGE NORMALLY THRO
#OMMITTEE

## 2. DEFINITIONS

a) Students

4HERE ARE FIVE CATEGORIES OF *UNIOR -

i) Undergraduates

5NDERGRADUATES ARE STUDENTS UNDE
COURSE AND MEMBERS OF THE *UNIOR #
COURQ APPà P@ð9,'@OMMON 2OÐÐ•ð 0
COUR àJ EE F THE ! $RÐÐðà ýMIOR #

i) Undergr`•DEN ÐPà DUATES (Þ R `•`TUDENP
COUR...à PPà `”€0€ •á*f* MMON 2OÐÐ•ð 0

b) Cessation of Academic Residence

*UNIOR -EMBERS MAY CEASE TO BE RESIDENT
CIRCUMSTANCES &URTHER DETAILS &!1S AND
PROCEDURE CAN BE FOUND ON THE WEBSITE AT *ttp://www.new.ox.ac.uk/deans-handbook
UNDER THE LINK @5NIVERSITY OF /XFORD #HA
@.EW #OLLEGE 3USPENSION 0OLICY

i) Suspension (voluntary)

@3USPENSION VOLUNTARY WHERE AN UN
AGREEMENT OF THE #OLLEGE CEASES FOR
WITH TUITION BY .EW #OLLEGE TO HAVE TH
FACILITIES AND MAY NOT VISIT .EW #OLLEC
EXPRESS PERMISSION OF THE $EAN "UT TH
REGISTERED FOR THEIR COURSE OF STUDY
AT THE END OF THE PERIOD OF SUSPENSION
REQUIREMENTS 4O EFFECT THIS THE UNDE
CONTACT THE 4UITION /FFICE

ii) Suspension (non-voluntary)

@3USPENSION NON VOLUNTARY WHERE AN
AGREEMENT OF THE #OLLEGE CEASES FOR A
TUITION BY .EW #OLLEGE TO HAVE THE USE
AND MAY NOT VISIT .EW #OLLEGE PREMISES
PERMISSION OF THE $EAN "UT THE UNDERGR
FOR THEIR COURSE OF STUDY AND IS REQUI
THE PERIOD OF SUSPENSION SUBJECT TO ME
4HESE MAY INCLUDE SITTING ONE OR MORE
SHALL WHERE POSSIBLE BE MARKED OR SECO
APPROPRIATE PERSON OUTSIDE #OLLEGE 4O
UNDERGRADUATE WILL NEED TO CONTACT TH

iii) Withdrawal from Public Examinations

@7ITHDRAWAL FROM 0UBLIC %XAMINATIONS
WISHES TO WITHDRAW FROM 0UBLIC %XAMIN
THEIR COURSE THE EXPRESS AGREEMENT
EFFECT THIS THE UNDERGRADUATE WILL NE
/FFICE

iv) Withdrawal from course
@7ITHDRAWAL FROM COURSE WHERE AN
WITHDRAWS FROM THEIR COURSE AND SO
#OLLEGE AND OF THE 5NIVERSITY

v) Expulsion
@%XPULSION WHERE AN UNDERGRADUA
MEMBERSHIP OF THE #OLLEGE AND OF T

vi) Fitness to study
*UNIOR MEMBERS MUST FULFILL THE REQ
5NIVERSITYgS AND #OLLEGE S &ITNESS
MAY INITIATE A &ITNESS TO 3TUDY PROC
NECESSARY *http://www.new.ox.ac.uk/deans-handbook* @5NIVERSITY OF /XFORD &ITNESS
@.EW #OLLEGE &ITNESS TO 3TUDY 0OLIC

## 3. ACCEPTANCE OF A PLACE

%VERYONE ACCEPTING A PLACE ON AN UNDE
IS DEEMED TO HAVE ACCEPTED THE THREE C

a) Examination and academic performance
4O HAVE BOUND THEMSELVES BY THE #OLL
5NIVERSITY EXAMINATIONS AND ACADEMIC
DOCUMENT

b) Academic discipline procedures
4O HAVE BOUND THEMSELVES BY THE ACAD
OUT IN THE SEPARATE DOCUMENT OF THAT
INCLUDING THE EXPULSION OF THE UNDER

c) Deferments and course changes
4O HAVE ACCEPTED THAT THE #OLLEGE HA
COURSE ONLY FOR ITS NORMAL DURATION
OF COURSE SHALL BE AT THE DISCRETION

## 4. ACADEMIC RESIDENCE

!LL *UNIOR -EMBERS INCLUDING GRADUATES M
STATUS STUDENTS MUST ABIDE BY THE ACADEM
THE 5NIVERSITY 4HIS SHOULD NOT BE CONFUSE
ACCOMMODATION 3EE PAGE

a) Residence

5NDERGRADUATES ARE EXPECTED TO BE IN AC
than noon ON 7EDNESDAY OF TH WEEK AND TO DE
TH WEEK IN ANY TERM

b) Applications to return late, applications to go down and extended absences during term

!PPLICATIONS TO RETURN TO THE #OLLEGE LA
7EDNESDAY OF TH 7EEK TO GO DOWN BEFOR
7EEK AND FOR EXTENDED ABSENCES DURING
$EAN 3UCH APPLICATIONS MUST BE MADE BEF
ABSENCE ARE MADE AND MUST COME TO THE S
AGREEMENT OF THE STUDENT S TUTORS 3UCH
EXCEPTIONAL CIRCUMSTANCES )N THE CASE
SHOULD THROUGH THE ,ODGE BE CONTACTED

## 5. REQUIREMENTS REGARDING ACADEMIC PERFORMANCE

!LL THOSE READING FOR UNDERGRADUATE DEGRE
CLASSES AND OTHER APPOINTMENTS WITH THEIR
CONDITION AND TO PREPARE ALL WRITTEN WORK
5NEXPLAINED AND UNEXCUSED BREACHES OF THIS
/FFICIAL 7ARNING THE SETTING OF A 0ENAL #OLL
!LL WRITTEN WORK MUST BE THE STUDENT S OWN
5NIVERSITY LECTURES CLASSES AND PRACTICAL
TUTORS AND MUST ATTEND EXAMINATIONS AS AN
OR THE 5NIVERSITY THE #OLLEGE EXPECTS THAT
WORK TO AN UPPER SECOND CLASS STANDARD 4I
REQUIREMENTS WILL BE CONSIDERED TO PLACE A
STANDING WITH THE #OLLEGE )F A STUDENT DOE
STANDING ACCORDING TO ANY OF THE ABOVE REQ
SUBJECT TO THE !CADEMIC $ISCIPLINE 0ROCEDUR
DOCUMENT WITH THAT TITLE

3ERIOUS BREACHES ARE REPORTED TO #OLLE
7ARNING S OR 0ENAL #OLLECTIONS S OR BO
/FFICIAL 7ARNINGS WILL NORMALLY RESULT IN

THEY ACHIEVE THE STANDARD REQUIRED BY T
EXAMINATION 5NDERGRADUATES WHO FAIL A
%XAMINATION NOT A 0ART OR 0ART ! THAT
THE REMAINDER OF THE (ONOUR 3CHOOL MUS

## 7. SCHOLARSAND EXHIBITIONERS

%ARLY IN EACH ACADEMIC YEAR THE #OLLEGE E

a) Conduct of examinations

I .O CANDIDATE MAY LEAVE AN EXAMINAT
MINUTES CANDIDATES WHO ARRIVE A
MINUTES AFTER THE START ARE LIABL

II #ANDIDATES MAY NOT TAKE UNNECESS
BOOKS NOTES INTO THE EXAMINATION

III 3ILENCE IS REQUIRED AT ALL TIMES D
WHEN ASKING QUESTIONS OF INVIGILAT

IVO #ANDIDATES MAY NOT USE ANY PAP õ S

## 10. PLAGIARISM

4HE #OLLEGE CONSIDERS PLAGIARISM A SERIOU
CAUGHT CAN EXPECT TO BE DISCIPLINED UNDER
$ISCIPLINE 0ROCEDURES *UNIOR -EMBERS SHO
ALREADY MARKED OR BEARING COMMENTS FROM
THAT ANY SHARING OF WORK FOR GENUINELY A
CONSTRUED AS ASSISTING PLAGIARISM OR THE
-EMBER DISCOVERED ASSISTING IN OTHERS AC
WRITING @ESSAYS FOR HIRE CAN EXPECT TO E
EXPULSION

4HE USE OF MATERIAL GENERATED WHOLLY OR
INTELLIGENCE @!) IS ALSO FORBIDDEN SAVE
HAS RECEIVED PRIOR AUTHORISATION E G AS
KNOWN DISABILITY

! LINK CAN B*ttpF/wwwD.ox.ac.uk/deans-handbook*
UNDER @5NIVERSITY OF /XFORD 'OOD !CADEMIC
5NIVERSITY POLICY ON THIS MATTER
h244.2/wwwð ðð E ððPÀ@ €

2. CONFIDENTIALITY

4HE #OLLEGE TAKES EVERY STEP TO ENSURE THA
APPROPRIATE IN ITS DEALINGS WITH *UNIOR -EME
MUST RECOGNISE THAT 3ENIOR -EMBERS HAVE RI
INSTITUTION WHICH OVER RIDE OTHER CONSIDER

3. BEHAVIOUR

*UNIOR -EMBERS ARE REQUIRED TO BEHAVE COUR
TIMES AND ARE REQUIRED NOT TO BRING THE #O
)MPOLITENESS TO #OLLEGE STAFF WILL NOT BE T
*UNIOR -EMBERS ARE ALSO RESPONSIBLE AND LIA
GUESTS ON #OLLEGE PREMISES IN PARTICULAR
IS NO EXCUSE FOR BAD BEHAVIOUR EITHER BY TH

a) Serious misconduct

2EASONABLE EVIDENCE OF SERIOUS MISCONDU
OR ELSEWHERE RENDERS THE OFFENDER LIAB
APPEAR BEFORE A $ISCIPLINARY 3UB #OMMITTE
WHICH IS EMPOWERED TO ORDER THE IMMEDIA
AN OFFENDER 4HE EXACT PROCEDURES TO BE
3UB #OMMITTEE OF 7ARDEN AND 4UTORS ARE S
#ONCERNING !CADEMIC AND 'ENERAL $ISCIPLIN
*http://www.new.ox.ac.uk/deans-handbook* UNDER @.EW #OLLEGE
!CADEMIC $ISCIPLINE n FURTHER INFORMATION
CASCFOR 0 I IM0TH0RÀ@U 0

5. THE COLLEGE GROUNDS

4HE #OLLEGE GROUNDS ARE TO BE LEFT IN C
-EMBERS ARE REMINDED THAT BOTH 3ENIOR
LARGE NUMBER OF VISITORS AND THAT FOR
OPEN TO TOURISTS

a) Games

e) Drama and music rehearsals

0ERMISSION MUST BE SOUGHT FROM THE !SSIS
AND MUSIC REHEARSALS OR ANY SIMILAR ACT
*UNIOR -EMBERS SHOULD NOTE THAT PERMISS

I WILL NORMALLY BE RESTRICTED TO THE (O
HOURS THAT THE #OLLEGE IS OPEN TO THE

II TO BE HELD IN THE #LOISTERS WILL NOT B
#OMMITTEE HAS PREVIOUSLY AGREED THAT
THERE

III IS LIKELY IN ANY CASE TO BE WITHHELD
4ERM

## 6. EQUALITY AND DIVERSITY

4HE #OLLEGE IS COMMITTED TO THE ELIMINATIO
GROUNDS WHICH INCLUDES THOSE OF RACE RE
SEXUAL ORIENTATION MARITAL STATUS OR NAT
FAMILIARISE THEMSELVES WITH BOTH THE #OLL
0RACTICE ON THIS MATTER ARE REQUIRED TO C
COMPATIBLE WITH THE #ODES AND SHOULD WO
AIMS OF THE #ODES BOTH IN DEED AND IN SPIR
VIA LINKS ON THE *OINT 5NIVERSITY OF
/XFORD %QUALITY AND $IVERSITY 5NIT AND @.I

## 7. HARASSMENT

(ARASSMENT AS DEFINED IN THE 0ROCTORS 2U
#OLLEGE REGULATIONS ,INKS TO BOTH THE 5NI
#ODES OF 0RACTICE CAN BE FOUND ON THE $EA
WEBSITE *http://www.new.ox.ac.uk/deans-handbook*

a) Alleged harassment

4HE #OLLEGE WILL ACT POSITIVELY TO INVEST
TO EFFECT A REMSTY OR TAKEADISCIPLINARY
DETERMYNED TO BE VALID

b) University Harassment Advisory Panel
-EMBERS OF THE 5NIVERSITY (ARASSMENT
ASSIST ANYONE WHO WISHES TO DISCUSS
TO PERCEIVED HARASSMENT $ISCUSSIONS
NECESSARILY LEAD TO OR BE PART OF A
AT HTTPS WWW NEW OX AC UK DEANS HA
/XFORD 0OLICY AND 0ROCEDURE ON (ARAS

c) College Harassment Advisers

d) Health risks
*UNIOR -EMBERS ARE REMINDED THAT THE ADMINISTRATION
UNPRESCRIBED DRUG TAKING INCLUDING AD
AND EXPOSURE TO SECONDARY DISEASES I

e) Pastoral care
4HE #OLLEGE RECOGNISES THE NEED FOR
*UNIOR -EMBERS WHO BECOME INVOLVED W
COURSES OF ACTION A *UNIOR -EMBER SH

I SEEKING MEDICAL HELP EITHER FROM T
BY CONTACTING THE DRUG AND ALCOHOL
2ECTORY 2OAD /XFORD /8 "5 TELEPHO
7EB SITE http://www.turning-point.co.uk/services/oxfordshire

II SEEKING THE ADVICE OF THE #OLLEGE
#OUNSELLING 3ERVICE

III APPROACHING THE $RUGS 3QUAD OF T
COURSE OF ACTION MAY BE APPROPRIAT
PUBLIC INTEREST TO ASSIST WITH THE C
SUCH CIRCUMSTANCES THE POLICE MAY
CONFIDENTIALITY

IV SEEKING THE SUPPORT AND ASSISTANC
#OLLEGE *UNIOR -EMBERS ARE REMINDE
CONFIDENTIALITY WHICH CAN BE MAINTA
3ENIOR -EMBERS RESPONSIBILITIES TO

## 12. HEALTHAND SAFETY

*UNIOR -EMBERS ARE ASKED TO ACT RESPON
OWN SAFETY AND FOR THE SAFETY OF OTHE

a) Roofs and attics, and the City walls
4HE ROOFS AND ATTICS OF ALL PARTS OF
OUT OF BOUNDS

b) Scaffolding and ladders
)T IS FORBIDDEN TO CLIMB ON SCAFFOLDIN
#OLLEGE OR TO INTERFERE WITH ANY EQU
USE BY THE STAFF OR BY THE #OLLEGE S C

c) The College staff and visitors
*UNIOR -EMBERS ARE OBLIGED TO ENSURE TH
SAFETY OF #OLLEGE EMPLOYEES AND VISITOR

## 13. FIRE

)T IS A CRIMINAL OFFENCE TO MISUSE A FIRE E
FIRE ALARM OR A FIRE ESCAPE OR TO BEHAVE
4AMPERING WITH FIRE EQUIPMENT INCLUDING F
INCUR THE MAXIMUM FINE AND MAY RESULT IN
ACCOMMODATION

a) Fire doors and corridors
&IRE DOORS MUST NOT BE WEDGED OPEN AND
MUST BE KEPT CLEAR AT ALL TIMES )TEMS OF
AND SHOES WILL IMMEDIATELY BE REMOVED F

b) Fire alarms
)F A FIRE ALARM SOUNDS *UNIOR -EMBERS AR
IMMEDIATELY AND FOLLOW THE FIRE DRILL 4H
KNOW THE POINT OF ASSEMBLY FOR THEIR RES
THIS RULE WILL RESULT IN AN AUTOMATIC FINE
WHO USE SPRAY DEODORANTS SHOULD TAKE CA
ALARMS MORE THAN ONE INSTANCE WILL INCU

c) Inflammable items and candles
)NFLAMMABLE ITEMS AND LIQUIDS ARE BANNE
#ANDLES OF ALL TYPES ARE ALSO BANNED TH
INDOORS AND OUTDOORS AND AS ORNAMENTS
3UCH ITEMS WILL BE REMOVED FROM ROOMS W
DISPOSED OF WITHOUT FURTHER CONSULTATI
RULES WILL RESULT IN THE IMPOSITION OF TH

d) Barbecues
"ARBECUES ARE NOT ALLOWED ANYWHERE ON
%XCEPTIONALLY THE BARBECUE AT THE 7EST
USE OF GRADUATE *UNIOR -EMBERS WHO SHO
TO THE !SSISTANT $EAN SEE SECTION OF TH
OF THE BARBECUE WILL OTHERWISE BE MONIT
WHO ARE RESPONSIBLE FOR ENSURING THAT I
IN GOOD ORDER

## 14. SECURITY

*UNIOR -EMBERS ARE ASKED TO BE VIGILANT
THAT THE #OLLEGE GROUNDS ARE MONITORE

a) Gates

4HE (OLYWELL GATE IS SHUT AT PM ANI
OPEN DURING THE HOURS THAT THE #OLLEG
THROUGH BOTH GATES IS POSSIBLE AT ANY
AGAINST 5NIVERSITY REGULATIONS TO PASS

b) Keys & Fobs

2OOM KEYS AND FOBS SHOULD BE COLLECT
THE BEGINNING OF TERM AND RETURNED
TERM 4HEY SHOULD REMAIN IN THE POSSE
TIMES AND THEY SHOULD NEVER BE LENT
THE EVENT OF A KEY OR FOB BEING LOST
THE END OF TERM

Automatic fines are also imposed by the Lodge as follows:

| | |
|---|---|
| ,OST KEY OR FOB | FIRST OCCASIOaN |
| ,OST KEY OR FOB | SECOND OCCASaION |
| ,OST KEY OR FOB | THIRD OCCASIOaN |
| %XTRA SET BORROWED AND NOT RaETURNE | |

## 15. COMMUNICATION

)T IS ESSENTIAL THAT *UNIOR -EMBERS KEEP IN

a) Registration

*UNIOR -EMBERS ARE REQUIRED BY THE 5NIVE
YEAR AFTER THE END OF !UGUST 4HE #OLLEG
15 September

b) eVision – the Dean's Address List

!LL *UNIOR -EMBERS ARE REQUIRED TO KEEP
DATE VIA E6ISION EACH TERM &AILURE TO DO
AUTOMATIC FINE OF a 2ETURNING *UNIOR -E
AFTER THE END OF !UGUST AND BY 3EPTEMI
E6ISION CAN BE FOUND UNDER THE @$EAN S !
WEBSITE *http://www.new.ox.ac.uk/deans-handbook*

c) Mail boxes

4HE INFORMATION BELOW RELATES BOTH TO T
TO *UNIOR -EMBERS ELECTRONIC MAIL BOXES

I *UNIOR -EMBERS ARE REQUIRED TO CLEAR
,ODGE AND THEIR ELECTRONIC MAIL BOX ON
REMINDED THAT THE CURRENT CONVENTION
SHOULD BE RESPONDED TO WITHIN HOURS

II *UNIOR -EMBERS ARE REMINDED THAT THE
.EW #OLLEGE /8&/2$ /8 ". AND THEY SHOU
CIRCUMSTANCES USE OTHER ADDRESSES R
SITE AND ITS ENVIRONS THIS INCLUDES TH
#OLLEGE ,ANE (OUSES "ODICOTE (OUSE AN
EXCLUDES THE 7ESTON "UILDINGS COMMUN
HOUSE NUMBER AND BE SENT TO 4HE 7EST
#OLLEGE 3PORTS 'ROUND 3T #ROSS 2OAD

III -AIL RECEIVED FOR THOSE GRADUATING F
RETURNED TO THE SENDER AFTER 3EPTEM

IV *UNIOR -EMBERS MAY NOT MASS LEAFLET
MAY NOT SPAM THE #OLLEGE S EMAIL NETW

V *UNIOR -EMBERS ARE REMINDED THAT A
INCLUDING ANY IMPORT CHARGES AND T
ARE THEIR OWN PERSONAL LIABILITY AN
THE *UNIOR -EMBER TO THE COURIER FIR

d) Email and confidentiality
*UNIOR -EMBERS ARE REMINDED THAT EMA
COMMUNICATION AND THAT THE CONTENT
CONFIDENTIAL

## 16. COPYRIGHT

## 17. COMPUTERUSE

*UNIOR -EMBERS ARE REQUIRED TO BEHAVE RES
COMPUTERS IN #OLLEGE AND ARE REQUIRED TO
GUIDELINES ON COMPUTER USE *UNIOR -EMBER
#OLLEGE NETWORK OR ITS SETTINGS IN ANY WA
BE CONSULTED IF THERE IS ANY DOUBT ABOUT
PROCEDURE *UNIOR -EMBERS ARE WARNED THA
RELATING TO COMPUTER MISUSE MAY INVOLVE
)NTERNET .ETWORK PRIVILEGES

a) Antivirus software

!LL COMPUTERS CONNECTED TO THE #OLLEGE
ANTIVIRUS MALWARE SOFTWARE INSTALLED AL
!NTIVIRUS AND OPERATING SYSTEM UPDATES
RELEASED PREFERABLY AUTOMATICALLY BY
THE RESPONSIBILITY OF *UNIOR -EMBERS TO
AND SECURE

b) Devices to the network

*UNIOR -EMBERS SHOULD NOT CONNECT DEVI
CAPABLE OF DISTRIBUTING NETWORK SERVICE
INCLUDES BUT IS NOT LIMITED TO WIRELESS
SWITCHES OR HUBS AND COMPUTERS WITH )N
ENABLED

c) Policies

!LL *UNIOR -EMBERS ARE REQUIRED TO ABIDE
OUT BY #OLLEGE ,INKS TO THE #OLLEGE S PO
2EGULATIONS 0RIVACY AND )NFORMATION 3
ON THE $EAN S PAGES ON THE #OLLEGE WEBS
*https://www.new.ox.ac.uk/deans-handbook*

# III: BATTELS AND CHARGES

1. THE BURSAR
   2ESPONSIBILITY FOR THE ADMINISTRATION O
   THE "URSAR -R $AVID 0ALFREYMAN HE MAY
   THE #OLLEGE

2. BATTELS
   "ATTELS MUST BE PAID BY &RIDAY OF ST WE
   ACADEMIC YEAR THESE DATES ARE A
   *ANUARY AND !PRIL 2ULES CON
   "ATTELS CAN BE FOUND ON THE $EAN S PAGE
   *http://www.new.ox.ac.uk/deans-handbook,* UNDER @.EW #OLLE
   TO "ATTELS

3. CHEQUES
   4HE "URSARY STAFF ARE NOT PERMITTED TO

# IV: DOMESTIC RULES

## 1. THE HOME BURSAR

2ESPONSIBILITY FOR THE DOMESTIC RULES OF T
"URSAR -R 'EZ 7ELLS GEZ WELLS NEW OX AC UK
THE $EAN WHERE APPROPRIATE

## 2. RESIDENCE IN COLLEGE

@2ESIDENCE IN #OLLEGE SHOULD NOT BE CONF
AS REQUIRED BY THE 5NIVERSITY 2EGULATIONS
PAGE

a) First year residence

5NDERGRADUATES ARE EXPECTED TO RESIDE
YEAR ALTHOUGH PERMISSION TO LIVE ELSEW
FOR GOOD REASON ON A CASE BY @P PA$ELS
APPROACHED BEFORE AY RRAåGEMETS TO LI

f) Dates for which accommodation is available

4HE DATES FOR WHICH #OLLEGE ACCOMMO
-EMBERS ARE CONTAINED IN THE ,ICENCE
*(ANDBOOK*

## 3. ARRIVALAND DEPARTURE

4HE RULES FOR THE ARRIVAL AND DEPARTURE
BELOW 1UESTIONS SHOULD BE DIRECTED T

a) Graduate students

4HERE ARE TWO OPTIONS FOR ACCOMMODA
STUDENTS WEEK LICENCES RUN FROM
ON *UNE AND WEEK LICENCES RUN FR
!UGUST )F A STUDENT OPTS FOR A WE
EXTEND SUMMER RESIDENCE FOR WEEK
TO MOST STUDENTS FOR A PERIOD OF UP T
)NFORMATION REGARDING THE APPLICATIO
!SSISTANT (OME "URSAR DURING 4RINITY 4
DO NOT VACATE AND EMPTY THEIR ROOM B
CHARGED AT THE PREVAILING CONFERENCE
WERE NOT EXPECTED TO BE IN RESIDENCE

b) Undergraduates

5NDERGRADUATES WITH TERM ONLY LICEN
TO RETURN TO #OLLEGE A FEW DAYS BEFO
BEGINS 4HE RELEVANT DATES WILL BE AV
ACADEMIC YEAR *UNIOR -EMBERS WHO AR
TERMS MUST MAKE ARRANGEMENTS WITH T
EMILY MEESON NEW OX AC UK IF THEY NEE
OF THE LICENCE PERIOD !PPLICATIONS SH
VACATION RESIDENCE FORM

i) Returning to College

5NDERGRADUATES ARE ABLE TO RETURN
THE 3ATURDAY PRECEDING THE START O
,ICENCE !GREEMENT 4HOSE WHO ARE RE
PRECEDING 3ATURDAY WITHOUT PRIOR A
ACCOMMODATED AND WILL BE CHARGED
A a ADMINISTRATION FEE PER NIGHT

ii) Departing from College

5NDERGRADUATES MUST LEAVE THE #OLLEG
UNLESS THEY HAVE RECEIVED PERMISSION
5NDERGRADUATES WHO DO NOT VACATE AND
AM WILL BE CHARGED AT THE PREVAILING
DAYS WHEN THEY WERE NOT EXPECTED TO
THE DEPARTURE TIME DUE TO PERSONAL LO
GRANTED UP TO A MAXIMUM OF NOON ON
2EQUESTS SHOULD BE MADE TO THE !SSISTA
HOURS BEFORE THE DEPARTURE DATE

iii) Vacation residence

5NDERGRADUATES WHO WISH TO RESIDE IN #
THE VACATION MUST APPLY TO THE !SSISTAN
VACATION RESIDENCE FORM WHICH IS SENT
VACATION RESIDENCE WILL USUALLY BE GRA
TAKING EXAMINATIONS DOING ACADEMIC WO
OF THEIR TUTOR UNDERTAKING
HELPING WITH #OLLEGE FUNCTIONS UNDER T
/FFICER OR THOSE WHO ARE UNABLE TO RET
E G THOSE WHOSE E

- @€P

NS
N`@@PNDEND `ð
àS @°
BLE
@uST€ GPP

## 4. ACCOMMODATION IN COLLEGE OR COLLEGE HOUSES

## 5. Cleaning of College Accommodation

4HE #OLLEGE WILL

#LEAN AND EMPTY WASTE AND RECYCLING
BATHROOMS AND TOILETS ON WEEKDAYS
%MPTY GENERAL WASTE AND RECYCLING
ON WEEKDAYS
2EGULARLY CLEAN ALL SHARED SPACES
4HESE SPACES INCLUDE STAIRCASES COR
0ROVIDE TOILET PAPER AND BASIC CLEAN
0ROVIDE EACH STAIRCASE HOUSE FLAT W
EQUIPMENT VACUUM CLEANER BRUSH MO

*UNIOR -EMBERS WILL

2EGULARLY CLEAN BEDROOMS AND ENSUI
ALLOCATED
%NSURE THAT SHARED KITCHENS OR BATH
WASHING UP SHOULD BE DONE AND NOT LE
HOUSEKEEPING STAFF TO CLEAN THOROUG
2ECYCLE AS MUCH RUBBISH AS POSSIBLE
CORRECT BINS AND LEFT OUTSIDE ROOM D
BY HOUSEKEEPING STAFF
0ROVIDE THEIR OWN CLEANING PRODUCTS
THESE ARE TOPPED UP DURING TERM TIME
%NSURE THAT THE CLEANING EQUIPMENT
LOCATION AFTER USE

%XPECTATIONS

"EDROOMS WILL BE CHECKED FOR THE LEVEL
SHORT LET ROOMS AT LEAST TWICE PER TER
ROOMS !T LEAST HOURS NOTICE WILL BE
CONDITION OF THE BEDROOM FALLS BELOW A
THERE IS A CONCERN REGARDING HEALTH AN
FITTINGS ARE DETERIORATING BEYOND FAIR
WILL RECEIVE A REQUEST TO IMPROVE THIS
IMPROVEMENT AFTER THIS TIME IN CONSULT
CONCERNED A TIME AND DATE WILL BE ARRA
CARRY OUT A DEEP CLEAN AT A COST OF a
*UNIOR -EMBER S "ATTELS

!DDITIONAL INFORMATION
(OUSEKEEPING STAFF ARE AVAILABLE TO CLEAN
AN ENSUITE HAS BEEN ALLOCATED FOR *UNIOR
WITH A DISABILITY 4HIS SERVICE WILL BE FUND
APPLICANTS SHOULD CONTACT THE !CADEMIC 2E

## 6. Reporting Maintenance Faults

"OTH EMERGENCY AND NON EMERGENCY MAINTEI
SITE SHOULD BE REPORTED IMMEDIATELY TO TH
&AULTS IN THE 3PORTS 'ROUND BUILDINGS SHOU
"UILDINGS ,ODGE 4HE PORTERS WILL TAKE THE
CONTACTING OUT OF HOURS THE RELEVANT TRA
REPORTED USING THE ONLINE REPORTING SYSTE

## 7. Pets

.O PETS MAY BE KEPT BY *UNIOR -EMBERS IN TH

## 8. Smoking & Vaping

&ROM *ULY IN ACCORDANCE WITH THE LAW
SPACES IN #OLLEGE BUILDINGS AND ENCLOSED
SMOKING THIS INCLUDES BEDROOMS 3MOKING
PERMITTED IN DESIGNATED AREAS IN THE #OLLE

a) On the main College site n PERMITTED AT AN AREA ON
AGAIN IN THE 'ARDENS BUT NOT WITHIN ME
IS FROM THE NEAR SIDE OF THE BASTION TO
BOTH AREAS ARE SHOWN ON THE INSIDE BACK
IN THE ,ODGE

b) At the Sports Ground n AT THE REFUSE AREA

## 9. Guests

/N OCCASION ONE GUEST MAY STAY OVERNIGHT
FOR NO MORE THAN TWO NIGHTS IN SUCCESSIO
)NFRINGEMENT OF THIS REGULATION WILL LEAD
A PENALTY EQUIVALENT TO THE CHARGE FOR TH

5NACCOMPANIED VISITORS TO #OLLEGE WILL NO
OR BEFORE AM

## 10. MEETINGS, PARTIES AND OTHER ENTERTAINMENTS

4HE !SSISTANT $EAN S PERMISSION MUST BE
MORE THAN TEN PEOPLE IN ANY #OLLEGE RO
PARTIES ARE BANNED AND PERMISSION MAY
4ERM WHERE NOISE IS LIKELY TO DISTURB O

a) Permission

0ERMISSION IS GRANTED BY WAY OF A FOR
#OLLEGE S WEBSITE 0LEASE NOTE THAT S
FOR EVENTS IN THE #LOISTERS AND THE 'A
A CASE BY CASE BASIS AND MAY BE REFU

b) Procedures

The form must be signed by the following:

*3TAGE* HE (OME "URSARY !DMINISTRATOR

*3TAGE* HE (EAD 0ORTER

*3TAGE* HE !SSISTANT $EAN FOR individuals A
BEFORE THE EVENT FOR Common Rooms AT
THE EVENT

/THER SIGNATORIES MAY BE REQUIRED DE
3HOULD AT ANY STAGE THE RELEVANT #O
CANCELLATION OF ALL ASPECTS OF THE EV
*UNIOR -EMBER WHOSE NAME APPEARS AS

c) Parties and events in bookable rooms

I /NLY *UNIOR -EMBERS OF .EW #OLLEGE M
SOCIETIES DEFINED AS THOSE THAT ARE
0ROCTORS MAY ONLY HOLD EVENTS IN T
*UNIOR -EMBER IS THE SOCIETY S PRESID
BOOK THE ROOM AND MUST TAKE FULL RE
"ODIES OTHER THAN REGISTERED CLUBS
IN THE #OLLEGE WHATEVER THE CONNEC
-EMBER TO THAT ORGANISATION

II 5NDER THE TERMS OF THE

ÀÀ 0RŽ ðe0R R`@à

II 4HE (EAD 0ORTER MUST BE CONSULTED
*UNIOR -EMBERS SHOULD CONSIDER IN
DIFFICULTIES THAT MAY BE HAD WITH PA
AND IN THE CASE OF PARTIES THE POS
DRUNKENNESS !RRANGEMENTS MUST BE
FOR CLEAR DIRECTIONS TO BE AVAILABL
PARTICIPANTS )F NECESSARY ONE OF T
IN THE ,ODGE WHEN GUESTS OR PARTIC
0ORTER IN CONSULTATION WITH THE !S
NECESSARY EXTRA STAFF OR SECURITY
ORGANISER S COST

e) Electrical equipment
)F DISCO OR ANY OTHER ELECTRICAL EQUI
INSPECTED AND APPROVED BY THE #LERK
OF SMOKE VAPOUR MACHINES AND STROBE
ALL ROOMS

f) Cleaning
2OOMS MUST BE LEFT CLEAN TIDY AND R
WASHING UP MUST BE DONE AND ALL RUBB
AFTER THE EVENT #LEANING EQUIPMENT I
FROM THE 3COUT AND IS PROVIDED IN TH

## 11. PLAYSAND SIMILAR ENTERTAINMENTSIN COLLEGE

! SEPARATE FORM IS NOT REQUIRED 4HE BOOKI
#LOISTERS SHOULD BE COMPLETED FOR THE PE
SIMILAR ENTERTAINMENTS IN #OLLEGE Junior Membe
such an application must be made in the term prior to that in which
the production is proposed.

a) Safety
*UNIOR -EMBERS PROMOTING PLAYS OR SIMILA
SHOULD COMPLETE THE APPROPRIATE FORM A
PRODUCTION INSPECTED BY THE #LERK OF 7O
OF THE PLAYERS AND AUDIENCE HAS BEEN AD
PERMISSION MAY BE WITHHELD IF THE PRODU
REQUIRED SAFETY STANDARDS

b) Technical support
4HOSE ORGANISING PLAYS SHOULD BE IN EAR
#OLLEGE S #LERK OF 7ORKS AND IN ANY CAS
THE FIRST NIGHT

## 12. STORA10059>1h04100530045000C000h900004700530020000054004F00

# V: THE LIBRARY

1. THE LIBRARIAN
   2ESPONSIBILITY FOR DISCIPLINE IN THE ,IBR
   $R 7ILLIAM 0OOLE AND ON A DAY TO DAY BA
   #HRISTOPHER 3KELTON &OORD $ISCIPLINAR
   $EAN WHERE APPROPRIATE

2. USE OF THE LIBRARY
   4HE ,IBRARY IS FOR THE USE OF MEMBERS O

BOOKS WILL INCUR A FINE OF FIVE PENCE FOR
FULL RESPONSIBILITY FOR ANY BOOKS THAT TH
,IBRARY AND THEY ARE REMINDED THAT BORRO
OTHER *UNIOR -EMBERS IS NOT PERMITTED

b) Lost or damaged books

)T IS A SERIOUS OFFENCE TO REMOVE A BOOK
RECORDING IT

)F DETECTED A HEAVY FINE OR EXCLUSION FI
INCURRED 4HE REPLACEMENT COSTS OF ANY
BOOKS PLUS ADMINISTRATION COSTS WILL BE
PERSON RESPONSIBLE FOR THE DAMAGE OR L

c) Returning books

!LL BOOKS SHOULD BE RETURNED BY THE DUE
GUARANTEED FOR SEVEN DAYS *UNIOR -EMBER
ON A BOOK OUT ON LOAN TO ANOTHER READER
PLACED THE READER WHO HAS THE BOOK OUT
FROM THE ,IBRARY WITH THE SUBJECT @,IBRAR
ACCORDINGLY OF THE REVISED DUE DATE )F A
OVERDUE BOOK WITH A HOLD REQUEST AGAINS
BOOK THEY WILL NOT BE ABLE TO BORROW AN
UNTIL THEY HAVE RETURNED THE OVERDUE BO
ON -ONDAY OF TH WEEK VACATION LOAN BOO
-ONDAY OF ST WEEK THE FOLLOWING TERM

d) Going ‘out of academic residence’

*UNIOR -EMBERS OF #OLLEGE GOING @OUT OF
YEAR OR AT THE END OF THEIR COURSE MUST
GOING DOWN

## 4. SPECIAL COLLECTIONS

4HE ,IBRARY HAS EXTENSIVE AND INTERNATIONA
RARE BOOKS AND MANUSCRIPTS ACCESS TO TH
APPOINTMENT ONLY AND THESE VOLUMES MAY B
SUPERVISION WITHIN THE ,IBRARY !LL ENQUIRI
MANUSCRIPTS SHOULD BE MADE TO THE ,IBRARI

5. COMPUTERS
   #OMPUTERS IN THE ,IBRARY ARE PROVIDED F
   AND ACADEMIC RESOURCES AVAILABLE WITH
   PROVIDES WIRELESS CONNECTION AND DESK
   LAPTOPS AS WELL AS PHOTOCOPYING SCAN
   -EMBERS MAY USE THEIR OWN LAPTOPS OR T

6. FOOD AND DRINK
   .O FOOD OR DRINK MAY BE BROUGHT INTO TH
   LIDDED OR SEALED CONTAINERS 4HERE IS A

7. BREACHES OF THE RULES
   &OR BREACHES OF THE RULES THE $EAN MA
   EXCLUSION FROM THE ,IBRARY &OR SERIOUS
   EXCLUDED PERMANENTLY BY THE #OLLEGE

# VI: The Middle Common Room and the Junior Common Room

## 1. THE CODE OF PRACTICE

! CODE OF PRACTICE GOVERNS THE RELATIONS
*UNIOR AND -IDDLE #OMMON 2OOMS AND IS RE
%DUCATION !CT !S REQUIRED BY LAW ANY #OL
REFERENCE TO THE RIGHT TO OPT OUT OF MEM
DETAILED UNDER .O

## 2. THE CONSTITUTION

4HE -#2 AND *#2 WILL EACH HAVE A WRITTEN C
CONSTITUTIONS WILL BE REVIEWED AND APPRO
"ODY EVERY FIVE YEARS 4HE #OLLEGE LAST AP
AT THE 3TATED 'ENERAL -EETING IN *UNE A
EXPECTS TO NEXT APPROVE 3TATED 'ENERAL -EE
4HESE CONSTITUTIONS MAY BE AMENDED V
&INANCES 3UB #OMMITTEE OF THE &INANCE AN
#OMMITTEE FOR APPROVAL BY THE #OLLEGE A
IMPLEMENTED UNTIL SUCH APPROVAL HAS BEEN
AMENDMENT THE #OLLEGE WILL BE SURE TO
THAT THE PROPOSED CHANGE IN NO WAY CONF
LEGISLATION INCLUDING THE %DUCATION !CT
PROPOSING AND CONSIDERING A CONSTITUTION
CORRECTLY "OTH CONSTITUTIONS CAN BE FOU
#OLLEGE *UNIOR 3TEWARD

*ump to: http://www.new.ox.ac.uk/deans-handbook

## 3. MEMBERSHIP

*UNIOR -EMBERS MAY OPT OUT OF MEMBERSHIP
TERMLY BASIS BY DECLARING THEIR INTENTION

## 4. ELECTIONS

-#2 AND *#2 OFFICERS WILL BE ELECTED BY
THE RELEVANT CONSTITUTION 4HE $EAN SH

4O COMPLY WITH ALL APPLICABLE LEGIS
ACTIONS OR NEGLIGENCE HAVING AN AD
THE 5NIVERSITY OF /XFORD OR ON THE
PROPERTY

4O COMPLY WITH THE 5NIVERSITY OF /X
THE *(EANDBOOK* OR OTHERWISE PREVIOUSLY MADE AVAILABLE T
AVAILABLE ON THE #OLLEGE WEBSITE

4O REPORT TO THE #OLLEGE *(ANDBOOK* ANY DIRECT
DAMAGE OR WANT OF REPAIR AT THE #O
AS SOON AS REASONABLY PRACTICABLE
HOURS OF BECOMING AWARE OF IT

4O PAY TO THE #OLLEGE ALL COSTS RE
THE 3TUDENT S OBLIGATIONS IN THIS LI
FROM A BREACH OF THEM INCLUDING A
RATE OF ABOVE THE PREVAILING 5+ B
DAY PAYMENT OF 2ENT IS OVERDUE

7HERE DAMAGE OR LOSS OCCURS AT TH
FOR THE #OLLEGE ACTING REASONABLY
PAY A FAIR AND REASONABLE PROPORTI
DAMAGE OR REINSTATING THE LOSS 4HE
TO CONTRIBUTE TO LOSS OR DAMAGE WH
REASONABLE OPINION HAS BEEN CAUSED
THE 3TUDENT HAS COMPLIED WITH THEIR
AGREEMENT RELATING TO #OLLEGE SECU

0ROMPTLY TO SEND TO THE #OLLEGE A
THE 3TUDENT RECEIVES WHICH IS LIKEL
!CCOMMODATION

.OT TO ALTER ADD TO OR DO ANYTHING
THE ELECTRICAL INSTALLATION OR EQUI
MAY BE A FIRE RISK OR IN ANY OTHER W
OR SECURITY OF OTHERS OR THE #OLLE
!NY PORTABLE APPLIANCE MUST COMPLY
2EGULATIONS AVAILABLE IN THE

DAYS OF REQUEST EITHER PROVIDE A SAF
FROM THE !CCOMMODATION ANY APPLIANCE
REASONABLE OPINION IS UNSAFE OTHERWI
IT WITHOUT FURTHER NOTICE TO THE 3TUDE
COSTS TO THE 3TUDENT AND RETURN IT TO
THE ,ICENCE 0ERIOD

)F THE !CCOMMODATION IS ON THE GROUND
LEAVE THE !CCOMMODATION UNOCCUPIED W
LOCKING THE WINDOW AND NOT AT ANY TIM
!CCOMMODATION UNOCCUPIED WITHOUT LOC
LEAVE THE #OLLEGE MAIN GATE UNLOCKED
SECURED ENTRANCES AT ANY TIME

4O COMPLY WITH THE 5NIVERSITY OF /XFOR
WHICH CAN BE FOUND AT *http://www.ned.ox.ac.uk/deans-handbook* @5NIVERSITY OF /XFORD %NVIRONME
0OLICY AND THE .EW #OLLEGE @%NVIRONM
0OLICY WHICH CAN BE FOUND AT
https://www.new.ox.ac.uk/sites/default/files/2023-02/Environmental%20Sustainability%20Strategy.docx.pdf
IN PARTICULAR A TO TAKE REASONABLE S
E G BY TURNING OFF LIGHTS AND ELECTRI
USE OR WATER AND B PARTICIPATE IN AN
OPERATED BY THE #OLLEGE OR BY OTHERS

.OT TO PUT ANYTHING HARMFUL OR WHICH
BLOCKAGE IN ANY PIPES OR DRAINS

.OT TO REMOVE FROM AFFIX TO CHANGE
REPAIR THE STRUCTURE OR DECORATIVE FI
OR THE #ONTENTS

.OT TO BRING ADDITIONAL FURNITURE INC
AND COOKERS INTO THE #OLLEGE WITHOUT
WRITTEN CONSENT

.OT TO USE THE !CCOMMODATION FOR ANY
AS A STUDY BEDROOM

.OT TO SHARE THE !CCOMMODATION OR
OCCUPANCY TO ANY PERSON /CCASIONA
ALLOWED IN GUEST ROOMS ON THE CO
#OLLEGE S )NFORMATION AND 2EGULATI

.OT TO CAUSE ANY NUISANCE OFFENCE
PERSISTENT DISTURBANCE TO OTHERS

.OT TO ADD TO OR CHANGE THE TELEPH
!CCOMMODATION WITHOUT THE #OLLEGE
NOT TO ADD TO OR CHANGE THE INFORM
INSTALLATION OR SUPPLY IN THE !CCOM

.OT TO BRING INTO THE #OLLEGE ANY A
PERSON WITH A DISABILITY 4HE 3TUDEN
#OLLEGE IN ADVANCE IF AN ASSISTANCE
AS ADJUSTMENTS MAY NEED TO BE MADE
3TUDENTS WILL BE RESPONSIBLE FOR TH
ASSISTANCE ANIMALS AND ANY DAMAGE
CAUSES

.OT TO KEEP ANY VEHICLE OR VEHICLE
OTHER THAN A BICYCLES IN THE DESIG
MOBILITY ASSISTANCE VEHICLES AND NO
IN #OLLEGE UNLESS IT IS A MOBILITY AS
MOBILITY ASSISTANCE VEHICLES ARE RE
IN ADVANCE AS THE #OLLEGE MAY NEED
ADJUSTMENTS TO ACCOMMODATE IT WIT
OBLIGATION ON THE #OLLEGE IF THE VE
ACCOMMODATED

.OT TO CAUSE ANY OBSTRUCTION OF TH

7HERE THE 3TUDENT BECOMES AWARE O
CAUSED BY AN INTRUDER TO REPORT TH
0ORTERS ,ODGE IMMEDIATELY OR AS SO

## 2.0 COLLEGE'S OBLIGATIONS

4O PROVIDE THE 3ERVICES SET OUT IN THE 3ERVICE ,EVEL !GREEMENT INCLUDING
REPORTING PROCEDURES AND RESPONSE TI
ARRANGEMENTS FOR REFUSE COLLECTION A
FOR ICE SNOW AND LEAVES FROM #OLLEGE

%XCEPT IN THE CASE OF AN EMERGENCY O
3TUDENT OR OTHER MATTER PREVENTING T
BEING USED TO GIVE THE 3TUDENT AT LEAS
ENTERING THE !CCOMMODATION DURING TE

.OT TO INTERRUPT THE 3TUDENT S OCCUPA
MORE THAN IS REASONABLY NECESSARY

.OT TO DISCLOSE PERSONAL INFORMATION
EXCEPT AS PERMITTED BY CLAUSE OF TH
WHERE THERE IS SERIOUS RISK OF HARM TO
THE #OLLEGE S PROPERTY

4O MAKE AVAILABLE TO THE 3TUDENT FOR
ARRANGEMENT THE #OLLEGE S

A 0ORTABLE !PPLIANCE 4ESTING 0!4 POL
ELECTRICAL EQUIPMENT (AUNDRY TOOLS IN THE

B &AULT REPORTING AND EMERGENCY PRO
#OLLEGE LAUNDRY

C 4HE 5NIVERSITIES 5+ #ODE OF 0RACTICE
3TUDENT (OUSING (*ttp://www.new.ox.ac.uk/deans-handbook*) @5NIVERSITIES 5+ #ODE OF 0RACT
!CCOMMODATION

D 4HE #OLLEGE S SERVICE LEVEL STATEM
RECTIFICATION OF BUILDING DEFECTS 4H
*http://www.new.ox.ac.uk/deans-handbook* @.EW #OLLEGE
3ERVICE ,EVEL !GREEMENT

4O GIVE A RECEIPT FOR ANY OF THE 3T
CONFISCATED UNDER THE TERMS OF THI

4O ENSURE SECURITY STAFF ARE CLEAR
OR CONTRACTORS REQUIRING ACCESS T

## 3.0 OTHERCONDITIONS

4HE 3TUDENT IS RESPONSIBLE FOR THE CO

4HE #OLLEGE IS ENTITLED AT THE 3TUD
THE !CCOMMODATION OR THE #OMMON 0
CONSTITUTES AN OBSTRUCTION OR A FI
UNLESS PERISHABLE WILL IF REQUESTI
THE TERMINATION OF THIS LICENCE AGR
TO REMOVE ANY ITEM LEFT IN #OLLEGE
THE ,ICENCE 0ERIOD AND SHALL NOT BE
3TUDENT

4HIS LICENCE AGREEMENT IS A STUDEN
3CHEDULE TO THE (OUSING !CT AN
LICENCE WHERE THE !CCOMMODATION IS
IS SHARED WITH ANOTHER STUDENT

.OTICES UNDER THIS LICENCE AGREEME

## 4.0 TERMINATIONOF THISLICENCEAGREEMENT

5NLESS THE 3TUDENT HAS MADE ARRANGEM
LATE ARRIVAL THIS LICENCE AGREEMENT W

ALREADY A TENANT OF THE #OLLEGE E
AGREEMENT WITH THE #OLLEGE THE
3TUDENT IN FINDING A REPLACEMENT
WILL BE ABLE TO FIND ONE AND

D THE 3TUDENT PAYS A FEE OF a WH
FINDS A REPLACEMENT STUDENT TOW
ADMINISTRATION AND CLEANING THE !

#ONDITIONS B TO D IN THIS CLAUSE S
IS ABLE TO SHOW THAT THE REASON FOR
PERSISTENT BREACH OF THE #OLLEGE S
AGREEMENT &OR THE AVOIDANCE OF DO
VACATED ROOMS AVAILABLE TO OTHER S
ROOM SWAPS WILL NOT BE TREATED AS
2ENT WILL ONLY BE GIVEN WHERE THE V
THE 3TUDENT S EARLY DEPARTURE HAS
TO THE #OLLEGE 4HE #OLLEGE SHALL B
WHICH ARE ALREADY VACANT BEFORE AL
LIST TO THE !CCOMMODATION

A )F THIS LICENCE AGREEMENT IS TER
#OLLEGE OR THE 3TUDENT THE #OLLE
PROPORTION OF PRE PAID 2ENT AFTE
DEDUCTIONS TO COVER ITS LOSSES A
TERMINATION BECOMES EFFECTIVE BU
REFUNDED FOR THE PERIOD WHERE TH
CAUSED BY THE 3TUDENT S EARLY DE
THERE IS NO LOSS TO THE #OLLEGE

B )F THIS LICENCE AGREEMENT IS TER
REFUND TO THE 3TUDENT A FAIR PROP
SOON AS POSSIBLE AFTER THE TERMI
IF THE #OLLEGE TERMINATES UNDER C
ONLY BE REFUNDED FOR THE PERIOD
TO AND AFTER IT HAS RE LET THE !C

)F THE 3TUDENT BECOMES THE SOLE OC
THE #OLLEGE MAY REQUIRE THE 3TUDEN
DESIGNATED FOR SINGLE OCCUPANCY 5
SOLE OCCUPIER TO MOVE TO A SINGLE R
REMAIN ALONE IN THE !CCOMMODATION
THE 3TUDENT WILL BE CHARGED THE STA
SUCH TIME AS DOUBLE OCCUPANCY IS R

4HE #OLLEGE MAY INTRODUCE A SECON
!CCOMMODATION IF IT IS IN SINGLE OCC
REASONABLE ENDEAVOURS TO GIVE REA
IN OCCUPATION OF ITS INTENTION TO DO
RATE FOR A SHARED ROOM WHEN A SECO
OCCUPATION #LAUSE APPLIES TO ST
SHARED ACCOMMODATION BUT REFUNDS
3TUDENTS WHO HAVE LEFT A SHARED RO
SHARING STUDENT BEGINS OCCUPATION

4HE #OLLEGE SHALL NOT BE OBLIGED T
EVENT THAT SHARING STUDENTS DO NOT
WILL TREAT TRANSFER REQUESTS SYMPA
3TUDENTS IN SHARED ROOMS HAVE THE
LICENCE AGREEMENTS AS STUDENTS IN

3TUDENTS IN SHARED ROOMS WILL SHOW
OTHER OCCUPIER OF THE !CCOMMODATI
4HE RIGHTS OF THE SHARING STUDENTS
PRECEDENCE OR PREFERENCE OVER THE

# VIII: College Administration Hours

*UNIOR -EMBERS MAY NORMALLY CONSULT #OLLEGE
FOLLOWING TIMES

$EAN S /FFICE AM TO PM AND PM TO
AM TO NOON ON &RIDAYS
4EL %MAIL JACQUI JULIER NEW OX

"URSARY AM TO PM AND PM TO PM
4EL %MAIL STUDENT FINANCE NEW

4UITION /FFICE AM TO PM AND PM TO
AM TO PM AND PM TO PM ON
4EL %MAIL TUITION NEW OX AC UK

(OME "URSARY AM TO PM AND PM TO
4EL %MAIL EMILY MEESON NEW OX

3ENIOR -EMBERS OF THE #OLLEGE ARE ALWAYS AVAI