



**HARRIS MANCHESTER COLLEGE**

**COLLEGE DOMESTIC AND OTHER ARRANGEMENTS FOR THE ACADEMIC YEAR 2020/2021**  
**AS OF 10 SEPTEMBER 2020.**

<b>Michaelmas Term</b>	Monday 5 <sup>th</sup> October 2020 – Friday 4 <sup>th</sup> December 2020
<b>Hilary Term</b>	Wednesday 13 <sup>th</sup> January 2021 – Friday 12 <sup>th</sup> March 2021
<b>Trinity Term</b>	Wednesday 21 <sup>st</sup> April 2021 – Friday 18 <sup>th</sup> June 2021

**IMPORTANT NOTE:** In order to enable the College to continue to flourish as a close-knit academic community while also ensuring the safety of students, fellows and staff, these arrangements may need to change with the evolving situation and in light of government and University guidance.

Where changes are made, an updated version of this document will be circulated to students.

**STUDENTS LIVING IN COLLEGE ACCOMMODATION**

**Fees and charges**

‘Battels’ is the name given to the domestic fees charged by the College.

Battels for the 2020-21 academic year for a termly contract are £2,163 per term, or £6,489 per annum, for single study-bedroom (with no extra bills), and seventeen meals per week (= 3 meals per day, Monday to Friday and brunch on Saturday and Sunday). For a nine month contract battels are £2,828 per term or £8,484 per annum and includes meals during term time only. Any queries relating to battels should be directed to the Bursar, Peter Hyde ([peter.hyde@hmc.ox.ac.uk](mailto:peter.hyde@hmc.ox.ac.uk)).

Students who are ‘living in’ are required to pay a deposit in advance to secure their room. For new students, this will be £300: for returning students, this is £100. Payment details may be found here: <http://www.hmc.ox.ac.uk/current-students/payment-of-fees-and-battels/>.

**Deposits should have been paid by 28 August at the latest.** Please contact Marie McCarthy in our Accounts Dept. ([marie.mccarthy@hmc.ox.ac.uk](mailto:marie.mccarthy@hmc.ox.ac.uk)) if you have any queries regarding payment.

**Arrival and reception**

The Freshers’ Week programme begins from Monday 5<sup>th</sup> October. Given the Covid conditions within which we are working we will be staggering student arrivals during the days leading up to the beginning of term. Clare Davis will advise you of your arrival day and time slot. You will be allotted a 1-hour slot to unload your belongings and can bring up to two helpers into College with you for a maximum of one hour. A parking permit will be issued upon arrival. These arrangements will be emailed to you by Friday September 18<sup>th</sup>.

Greater flexibility will be given to international students who must confirm their arrival time as soon as possible.

Postgraduate students who will be living in and who wish to arrive prior to 5<sup>th</sup> October, either because their course starts early or because they wish to attend one of the University run Orientation programmes for international students, should contact Clare Davis ([clare.davis@hmc.ox.ac.uk](mailto:clare.davis@hmc.ox.ac.uk)) as a matter of urgency to check what arrival date may be possible. Generally, it is not possible for graduate students to arrive more than 2 days before a course start date.

For those who do arrive early accommodation for the purposes, as outlined above will be charged on a daily rate of £27 (excluding meals), which will be payable in advance. **Keys for rooms will not be issued until you have returned a signed tenancy agreement, available on the College website. Please note any lost keys will be charged at £25.00 per key and this will be charged to your College account.**

Do not leave luggage unattended at airports, stations or in the College or its grounds. The College will accept heavy luggage or parcels sent in advance whenever it is delivered. Such deliveries should be addressed to yourself at the College mailing address (to be found at the end of this document). Please email [bursary@hmc.ox.ac.uk](mailto:bursary@hmc.ox.ac.uk) to advise if you will be sending any luggage in advance.

### **Accommodation**

Many of the student houses date from the 17<sup>th</sup> century, and have rooms of all shapes and sizes with some more modern accommodation also being available. All living-in students will have been allocated a single study bedroom. The rooms are centrally heated and the majority are en suite but all have their own hand basin as a minimum. Bed linen, pillows and duvets are supplied: you should bring towels with you or plan to buy them on arrival.

### **COVID**

Occupants of certain rooms will be considered to be in the same 'household' for the purposes of government regulations. Students living in a 'household' may share facilities, eg kitchens and bathrooms as if living together in a house. Further information can be found on the University website: <https://www.ox.ac.uk/coronavirus/students/colleges>

Information about your particular household will be found on the 'Need to Know' information card which will be in your room on arrival.

**Smoking is not allowed anywhere on College premises (including the quads): students found smoking on College premises will be fined and may be required to move out of College.**

Students on a term-time only tenancy must vacate their rooms no later than 9.30am on the Saturday at the end of term (end of 8<sup>th</sup> week), and the rooms must be cleared of all possessions unless otherwise agreed. There may be ~~is~~ limited storage for students' possessions in College during the vacations, with priority given to overseas students. Special arrangements will apply to students required to stay in College for examination purposes.

Students may return from the Sunday before the start of Hilary and Trinity terms (0<sup>th</sup> week) at no extra charge.

### **Laundry**

Each 'household' will be allocated a weekly time slot for the use of the laundry. Further information can be found on the 'Need to Know' information card which will be in your room on arrival.

### **Student kitchens**

Further details of your 'household' kitchen will be available on arrival.

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## **STUDENTS LIVING OUT OF COLLEGE**

### *Arrival and reception*

You should arrive at the College by Monday 5<sup>th</sup> October which is when Freshers' Week activities will begin. Please check the Freshers' Week programme for information on where you are to congregate. Some graduate courses may have induction events scheduled in advance of this date and it is best to check this with your Department. Bursary staff will be present to tell you about domestic arrangements in College.

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## **INFORMATION FOR ALL STUDENTS**

### **Safety in and around College – Covid-19**

All students are expected to sign up to – and adhere to – the Student Responsibility Agreement. Members of Harris Manchester staff will also be signing up to this. Information about the Agreement may be found here: <https://www.ox.ac.uk/coronavirus/students/agreement>.

The College will be putting in place a number of measures to keep staff and students safe:

- In line with the University-wide policy (details of which may be found here: <https://www.ox.ac.uk/coronavirus/health/face-coverings>), face coverings will be required in all public spaces in College. All students and staff should have a clean face covering readily available, which should be put on before entering the College site.
- A designated route has been set up around the main thoroughfares in the College, to facilitate social distancing. Please adhere to instructions on signage, and follow any one-way routes. Avoid loitering in corridors unnecessarily;
- Sanitation stations, with antibacterial soaps/gels, will be placed in key locations around the College site. Please make regular use of them, especially when, e.g. touching your face or using shared equipment;
- Capacities for the College's various public rooms have been reduced to facilitate social distancing. When organising gatherings, please make sure to adhere to these;
- To avoid exposing members of staff to unnecessary risk, please contact staff by email or telephone rather than visiting them in their offices. If you need to speak to a member of staff in person, you should make an appointment in advance.

### **Meals**

The following arrangements are confirmed for Michaelmas Term 2020, and will be reviewed on a termly basis.

Please note that no guests are permitted for meals in Michaelmas Term 2020.

We will be providing an extended schedule of meal times in order to address the requirements for social distancing and hygiene. The first available meal will be lunch on Monday 5<sup>th</sup> October.

Meals will be served in the Arlosh Hall as follows:

**Monday to Friday:**

	<u>Sitting 1</u>	<u>Sitting 2</u>	<u>Takeaway available</u>	<u>Price (for livers-out)</u>
Breakfast	From 0745 to 0930		Available throughout	£2.15
Lunch	1230	1330	1230	£4.35
Dinner	1800	1900	1800	£6.00

**Saturday and Sunday:**

	<u>Sitting 1</u>	<u>Sitting 2</u>	<u>Takeaway available</u>	<u>Price (for livers-out)</u>
Brunch	1000	1100	1000	£5.40

**Charging and sign-up arrangements:**

**All students will be required to sign in for all meals by 1400hrs the day PRIOR to dining**, through our online booking system. **Note:** There will be limited capacity for each meal so a takeaway service will ensure everyone who wishes to, will be fed. You may either sign in for the takeaway option or in the event of the meal sittings being full this will be the only selection available. (The Welcome Dinners for freshers are an exception: freshers will receive invitations to one of these.)

**Living-in students:** The cost of meals is included in battels. You may sign out of a maximum of x16 meals a term for which you will be given a credit. These credits may be carried over the terms. Any unclaimed credits will be refunded at the end of the academic year.

**Living-out students:** Are entitled to sign into all meals. These will be charged the prices listed above for all meals. You will be invoiced at the end of each term for any meals taken.

**Formal Hall:**

The second sitting of dinner on Monday and Wednesday of Weeks 1-8 will be 'formal'. Grace is said at the beginning of the meal, and members are expected to wear their academic gowns. On Mondays, gowns can be worn over street wear: on Wednesdays, please dress smartly (jacket and tie or equivalent).

**Guests in College**

Under the present circumstances **it is not possible to have any guests in College during Michaelmas Term 2020. This includes guests at meals and staying in accommodation.** This is for the safety and protection of the residential students and the College community. This rule will be reviewed on a termly basis in light of the COVID-19 situation at the time.

**Car parking**

There is no car parking in College for students. There is now no unrestricted parking in central Oxford, and there is a high risk of vandalism and theft from vehicles in the area. Students are advised not to bring cars to Oxford.

**The Library**

The Library will be open for three 3-hour study sessions each day, with cleaning undertaken between each session:

- 0900 -1230hrs
- 1400 -1700hrs
- 1900 – 2200hrs

Readers will need to book a study session in advance. The Librarian will confirm further details during week 0. In line with general College policy on public spaces, readers will be expected to wear masks while in the Library unless they are exempt.

College Library books should be ordered using 'Click and Collect' via SOLO – readers must not handle books on shelves themselves. Returned books will be quarantined for 72 hours before re-shelving.

Printers and scanners will be available outside the Library and Library Office so that these can be used without needing to book a study session.

Readers using the Library will be expected to sanitise their hands on entry and exit.

### **Bookable quiet study and social spaces**

More information on this will be available once term has started, at which point please contact the Bursary ([bursary@hmc.ox.ac.uk](mailto:bursary@hmc.ox.ac.uk)) for further details.

### **Financial Security**

Students who are being sponsored by parents or others should consider taking out insurance cover against the death or early retirement due to ill health of their sponsor. This is particularly advisable in the case of students from overseas. Students are also strongly advised to provide themselves with insurance cover for their possessions, including money, computers and bicycles: the College's insurance does not cover the theft of students' personal belongings. You should not keep large sums of money in your room.

### **Drugs**

As stated in the *Regulations*, the possession of, e.g., cannabis, cocaine, MDMA or any other classified drugs is illegal in England. Under English law the College as well as the individual would be held responsible if any of these drugs were found on the premises. Accordingly, anyone found possessing, using or providing to others any of these drugs will be required to leave the College without rebate of charges or right of appeal. If there is a suspicion that there are drugs in College, room searches will be authorised.

### **Addresses and telephone numbers**

The mailing address for all students is *Harris Manchester College, Mansfield Road, Oxford OX1 3TD*. You will have an individual mail box in the post room into which all mail for you will be put. Please check this regularly.

From outside the UK dial your international code, then 44 1865 271006/9 (telephone)  
For emergency use only outside College hours contact the Junior Dean on 07909476586