

## **Harris Manchester College Handbook 2020-21**

### **Part 1 – General Information**

**IMPORTANT NOTE:** In 2020-21, the provisions of this handbook will be supplemented by the document 'College domestic and other arrangements'. The latter document will be updated at regular intervals to reflect changes in UK Government guidance and University and College policy in relation to the management of Covid-19. Students must ensure that they are familiar with the latest version of this document, which will be circulated as and when updates are made.

## 1. College Government and officers

### **The Principal**

The Principal, Professor Jane Shaw has responsibility for the overall running of the College.

### **Senior Tutor**

The Senior Tutor, Professor Lesley Smith, is directly responsible to the Principal and Governing Body for the academic life of the College. If you have an academic problem this should first be discussed with the tutor concerned and, if it cannot be resolved at that level, then it can be taken to your supervising tutor. If the problem is still not satisfactorily resolved then you should take it to the Senior Tutor. Professor Smith is also the Supervising Tutor for those undergraduate students whose tutors are not Fellows of this College.

### **Tutor for Graduates**

The Tutor for Graduates, Professor Crispin Jenkinson, is responsible for graduate matters. He is available to discuss any graduate matters of an academic or welfare nature, and any complaints that may arise.

### **The Bursar**

Peter Hyde is responsible for the College finance and accounts. He also supervises the domestic running of the College and oversees the work of the bursary, housekeeping, catering and maintenance departments. He is responsible for Health and Safety, Security and Personnel matters. If during your time in College you have any queries regarding fees, battels or your College account please see Mr Hyde. He will also be able to help you on financial matters related to the College. Mr Hyde is assisted in the Finance Office by Ms Marie McCarthy and Ms Katrina Menmuir.

### **The College Librarian**

The College Librarian is responsible for the efficient running of the College library services for the benefit of all students, staff and College members. The College Librarian also has responsibility for the College archives and the associated research services and for the antiquarian book collection. They are also responsible for the continuing development of the Library service in line with College plans. The Library plays a vital role in the life of the College and its members and if you have any suggestions or concerns please see the Fellow Librarian.

### **Academic Administrator**

Ashley Walters is responsible for providing administrative support for academic matters and in particular arrangements for exams. Mr Walters is responsible for administering the College Hardship Funds. He is also the College Disability Officer. He is based in the Academic Office which is on the first floor of the main building.

### **The Dean & Junior Dean**

The Deans are responsible for student discipline. Please contact the Dean, Professor Bill Mander if you wish to make an appointment to see him. The Junior Dean reports to the Dean and is responsible for fire precautions and residential emergencies. The Junior Dean,

Ian McDole will also deal with requests for parties. The Junior Dean should be consulted if ever there are residential problems between students which cannot be mutually solved. The Assistant Junior Dean is Ross Gales.

### **Dean of Degrees**

Professor Sue Llewelyn and Professor David Matthews are responsible for presenting Harris Manchester students for matriculation and for graduation. If you have any queries about these ceremonies, you should ask Katrina Menmuir in the Finance Office.

### **Conference and Office Manager**

Clare Davis manages the Bursary Office team who are responsible for dealing with the day to day issues that may arise during term. The Bursary team will answer any queries you may have, but please do check your College Handbook first.

Any requests for room booking for tutorials and events in term must come through the Bursary via [bursary@hmc.ox.ac.uk](mailto:bursary@hmc.ox.ac.uk). Clare is assisted by Natasha Dark, Michelle Herbert and John Carter who is the College Porter. Clare's responsibilities also include the organisation of dinners, meetings, weddings and conferences outside of term.

### **Steward**

The Steward, Nick Jefferies, is responsible for the Dining Hall and all dining events in and out of term. He is assisted by Paula Dancer, Dining Hall Manager, Simon Shepherd, Supervisor and Stuart Cherry, Hall Assistant. If you have any dietary requirements or issues please take the time to introduce yourself to Nick. Please do not be late for meals.

### **Housekeeper & Accommodation Manager**

Tina Knowles and her team of scouts look after the residential welfare of students. She is assisted by Ewa Cichonska and is also in charge of the allocation of student rooms. Tina Knowles may be contacted by email on [tina.knowles@hmc.ox.ac.uk](mailto:tina.knowles@hmc.ox.ac.uk).

### **Head of Maintenance**

Mr David Seeney is responsible for the maintenance of the buildings. He is assisted by Nick Greehy and Christopher Bowring. Please consult him if you have any queries about electrical appliances. If you have a problem with your room, you should email the fault to [maintenance-helpdesk@hmc.ox.ac.uk](mailto:maintenance-helpdesk@hmc.ox.ac.uk).

### **Catering Manager**

Mr Steve Ramli-Davies is responsible for all catering in the College and is also the Head Chef. He is assisted by the Steward, Mr Nick Jefferies, who takes responsibility for presentation and service the Arlosh Hall and at College functions. You should consult Mr Jefferies if you have any special dietary requirements.

### **IT Manager**

Jonathan Boucard is responsible for all IT and telephone issues. He is contactable in his office or via the Bursary. He is assisted by Daniel Knowles.

**Director of Music**

John Dunston as Director of Music is responsible for the running of the College Choir and the musical life of the College.

**Chaplain and Welfare Link**

Revd. Susannah Reide is responsible for the running of the College Chapel and its services. She is also available for conversation and support as part of the Welfare Team, and can be contacted on [susannah.reide@hmc.ox.ac.uk](mailto:susannah.reide@hmc.ox.ac.uk).

**Women's Officer**

Dr Linda Hulin is the College's Women's Officer. She may be contacted on [linda.hulin@hmc.ox.ac.uk](mailto:linda.hulin@hmc.ox.ac.uk).

**LGBTQIA Officer**

Kate Wilson is the College's LGBTQ Officer. She may be contacted on [kate.wilson@hmc.ox.ac.uk](mailto:kate.wilson@hmc.ox.ac.uk).

**Equality and Diversity Officer**

Dr Hayley Hooper is the College's Equality and Diversity Officer. She may be contacted on [hayley.hooper@hmc.ox.ac.uk](mailto:hayley.hooper@hmc.ox.ac.uk).

**Harassment Officers**

Dr Joshua Hordern ([joshua.hordern@theology.ox.ac.uk](mailto:joshua.hordern@theology.ox.ac.uk)) and Isabel Ruiz ([isabel.ruiz@bsg.ox.ac.uk](mailto:isabel.ruiz@bsg.ox.ac.uk)) are the College Harassment Officers.

**Safeguarding Officer**

The Bursar, Peter Hyde ([peter.hyde@hmc.ox.ac.uk](mailto:peter.hyde@hmc.ox.ac.uk)) is the Safeguarding Officer.

## 2. Office Hours

To reduce the risk of infection and because members of College administrative staff will be working from home for much of 2020-21, you are asked to contact them by email or telephone rather than visiting them in their offices. If you need a face-to-face meeting, please make an appointment in advance.

The Weekend Porter is on duty in the Bursary from 9.00am – 12noon on Saturday and from 9.30am – 1.30pm on Sunday.

The Evening Porter is on duty in the Bursary from 5.30pm -11.30pm Monday – Saturday during term time and 4.30pm-10.30pm Monday-Saturday during vacations.

### 3. The Academic Year

At Oxford, the three terms which make up the academic year are called Michaelmas (autumn), Hilary (spring) and Trinity (summer). Each is a period of eight weeks known as full term. The College assembles on the Wednesday immediately before the first day of full term (Wednesday of 0th week).

The dates of term for the academic year 2020/2021 are:

Michaelmas Term

Wednesday 7th October 2020 – Saturday 5th December 2020

Hilary Term

Wednesday 13th January 2021 – Saturday 13th March 2021

Trinity Term

Wednesday 21st April 2021 – Saturday 19th June 2021

The Thursday and Fridays of 0th week each term are always reserved for interviews with Tutors and Lecturers and for College examinations called Collections.

During the first week of the academic year, Freshers will need to attend meetings and interviews with the Principal, Tutors, Librarians and Academic Administrator.

All students are required to register online at the start of each academic year. By registering they agree to abide by the College regulations.

N.B. Some first-year undergraduate and some graduate examinations are held out of term. Do not book flights or journeys home until you have checked dates with your tutors. You can find details of provisional examination dates at <http://www.ox.ac.uk/students/exams/timetables/>.

#### 4. Residence

Oxford University is a residential University and requires that everyone reading for a Oxford degree must reside within the 'precincts of the University'. This means that Undergraduates must reside within six miles of Carfax.

Graduates must reside within twenty-five miles of Carfax, with the exception of part-time students, for whom the residence requirement is waived and only attendance at appropriate courses is required.

Under certain circumstances students may obtain leave to live beyond these distances, after consultation with the Senior Tutor and permission from the Proctors. Students must consult the Senior Tutor before committing themselves to taking up residence outside the permitted area at any time. More information on residence requirements and dispensation can be found here: <https://www.ox.ac.uk/students/life/residency>.

## 5. Academic Dress

Gowns are worn at dinner on the formal nights (Mondays and Wednesdays) each week. Gowns may be obtained from Shepherd and Woodward (109-114 High Street, Oxford) and Ede & Ravenscroft (119 High Street, Oxford) and second-hand gowns are sometimes available from the Bursary Office at the start of the academic year.

All Oxford undergraduates wear a Commoner's gown (or where appropriate an advanced Student's Gown), except for those who have been awarded a Scholarship, who may wear a long Scholar's gown. Graduates of other universities reading for an advanced degree (or a diploma or certificate) may wear the gowns to which they are entitled in their own university, except if they are reading for the Oxford BA, when a Commoner's gown must be worn.

Visiting Students should wear a Scholar's gown.

Full Academic Dress ('sub fusc') must be worn by those on Oxford degree courses on a few formal occasions, such as the University's Matriculation and Degree ceremonies and when sitting University examinations. It consists of:

dark suit/black skirt, dark socks/tights and black shoes, white shirt/blouse, white collar and white bowtie/black ribbon, and both cap (mortar board) and gown are worn



## 6. Library Matters

The main reading room is called the Tate Library. It is on the first floor of the college in the main building. It has reading spaces, desktop computers, printing and scanning facilities, an up-to-date book collection, and a self-issue system.

The Library Office is on the ground floor of the main building and it is from here you can get access to the Library stacks where the antiquarian books and archives are kept and also the Carpenter Library of World Religions. It contains books on all the major world religions, mythology, Oriental culture and history, and folklore and is useful for students reading Theology, Anthropology, Archaeology and Oriental Studies

The Library exists to make your life in College easier. The Library staff will try to help you with all your enquiries. Please do not hesitate to ask for any help.

We have a generous book budget and aim to provide as many books as we can for your course. Please ask us to purchase what you need.

You will receive a small book fund whilst you are in College and the library staff administer this for you.

The Library is open to all members of the College. All members of Harris Manchester College may use the Tate Library. As a member of the College you will be able to access the Library with your University card which will unlock the door mechanism. A member of the Library staff is usually available to help you on weekdays 9.00am. – 1.00pm and from 2.00pm – 5.00pm.

All personal items are left at the owner's risk and we advise you to be careful with expensive belongings.

### Other Oxford Libraries

Admission to the Bodleian (University) Library and its dependent libraries is by means of your University Card. Details of any induction sessions at the Bodleian Library in 0th week will be included on the Fresher's Week timetable.

Not all libraries in Oxford are accessible to all Harris Manchester College students. Please ask the Library staff about admission policies at any libraries you may wish to use. All College libraries are private and restricted to their own members and you may be denied access.

## 7. Information Technology

The college provides wireless internet connections in student accommodation in College and in the Library. We subscribe fully to the Rules for Computer Use published by the University of Oxford. All students are required to read and adhere to these rules. More detailed information is available in the Proctors and Assessors Memorandum. Note that these rules apply not only to college machines but also to personal computers if connected to the network. Please read the website <http://welcometoit.ox.ac.uk>. **IT facilities, including website and email access, are provided for reasonable academic use and any activity which may cause risk to other users or the college will not be tolerated. Penalties range from disconnection of your equipment without warning to a full reference to the University Proctors.**

Please note that whilst there is a small amount of storage for personal files, it is recommended that all work is saved onto personal storage devices. College machines will be regularly cleaned and any saved material removed.

Networked printing is available from the Library for academic work, lecture and reading lists.

The IT office is situated in Conway Hall, Office A (next to Housekeeping) and Jonathan Boucard, the IT Manager, is available during normal office hours. Students are encouraged to email [it-support@hmc.ox.ac.uk](mailto:it-support@hmc.ox.ac.uk) or telephone (2)81462 to make an appointment if they need assistance.

Oxford University IT Services (IT Services) (13 Banbury Road) provides the college's e-mail and Internet connectivity. Before you are allowed access to any college or University IT facilities you must be in possession of a University Card. Contact the Academic Office ([academic.administrator@hmc.ox.ac.uk](mailto:academic.administrator@hmc.ox.ac.uk) or (2)71009) if you do not have one.

### E-mail

New undergraduates are usually pre-registered on the Nexus365 system and will receive their username, password and confirmation of e-mail address from IT Services. The IT Services website <http://help.it.ox.ac.uk/iam/registration/index> allows those who are not pre-registered (graduates) to apply for a Nexus e-mail accounts for themselves. Any new account will start to work from 8am on the day following registration. E-mail addresses will usually take the form [firstname.surname@hmc.ox.ac.uk](mailto:firstname.surname@hmc.ox.ac.uk). If you ordinarily use a name other than the first name as it appears on your University Card, apply to registration at IT Services to change your email address before the incorrect email address becomes known and used. Graduate students may opt to have an additional departmental address e.g. [firstname.surname@law.ox.ac.uk](mailto:firstname.surname@law.ox.ac.uk) which routes to the same account.

The Nexus system works through a web browser for access from public machines. You can configure your own computer to use a dedicated e-mail program such as Microsoft Outlook, Mozilla Thunderbird or Mail for Macs. Students are recommended to use the Exchange option when configuring an email client (e.g. Outlook). Check the IT Services website to find

out how to do this:

<http://help.it.ox.ac.uk/nexus/index>.

#### Connecting to the network

Students wanting Internet access whilst in College will need to use the Wireless facilities. No wired connections will be made available. Of the three Wireless Networks (SSIDs) available in College, the preferred order of connecting is as follows: 1) Eduroam, 2) The Cloud, 3) OWL.

Students living out of college may wish to register for the University's Remote Access service and install the Cisco Virtual Private Network (VPN) software, so that access can be made to resources that are only available on the University Network. This and other software is available from the Registration Services pages on the IT Services website.

<https://register.it.ox.ac.uk>

Students in college with their own computer must connect to the Internet through the above mentioned Wireless networks. You will be held responsible for all use of the Internet in your room. You are strongly recommended not to let friends or acquaintances use your computer, or load software, either in term, or in the vacation.

Wireless Networking: The Eduroam and OWL wireless networks available in the Library are the same as found in other libraries and departments. For wireless connectivity please follow the instructions on the IT Services website. Students must NOT INSTALL PERSONAL WIRELESS HUBS onto the College network. To do so will be in breach of College rules and fines may be imposed. The wireless Network called The Cloud is a commercial service from Sky. It is provided in College to benefit Conference guests and visitors, but may be used by students. Please Note: Not all Colleges, Departments or Libraries will offer The Cloud. However, some pubs, restaurants and railway stations do, and you can use your account there too.

#### Network Usage

Internet connectivity is provided for academic use. You must follow any guidelines issued from time to time by the college, IT Services or the Proctors. If a website appears to be unavailable from the college network and you believe that it should be available without breaking the university acceptable use policy, please email [it-support@hmc.ox.ac.uk](mailto:it-support@hmc.ox.ac.uk) stating the website address and the reason why you believe the block should be lifted. Your request will be processed as an administrative function to add the site to the exception list. This will be followed subsequently and separately by a periodic and anonymous review of the entire list of sites submitted for firewall exception by the Senior Tutor and/or the Dean.

PLEASE NOTE the use of peer to peer software is strictly prohibited. The downloading of any Copyright material is also strictly prohibited and students are warned that anyone found in breach of this is liable to a fine of £100 per offence, removal from the network and/ or referral to the Proctors.

#### System Integrity

You are responsible for safe operation of any computer you connect to the College

networks, including the wireless networks. As the connection is “always-on” the college encourages you to check that known software bugs have been patched by applying updates regularly. Computers using the Linux operating system are not to be connected without explicit authorisation from the IT Manager. You are not permitted to share files or operate your own web server from any machine connected to the College network. (Your Nexus account allows you to upload files onto the IT Services web servers if you want your own personal webpage.)

It is vital that you have an up-to-date virus checker installed, especially for Mac users. If yours has expired, please download and install the free Sophos anti-virus system the Computing Services website. See <http://help.it.ox.ac.uk/viruses/index>.

#### Software

Full time students at the University are eligible for software available under the University's site licence. A full catalogue is available from the IT Services online shop. Any software you install under this scheme must be uninstalled on leaving the University.

Microsoft Office is not currently available to students on the site licence, but a discounted Student Edition can be purchased via the following website: <http://ox.ac.onthehub.com>. For a free alternative to Microsoft Office, have a look at OpenOffice: <http://www.openoffice.org>.

#### Training

IT Services (13 Banbury Road) offers a wide range of computer courses at convenient times and at reduced fees. Details can be found at [www.it.ox.ac.uk](http://www.it.ox.ac.uk).

#### Backup

Everyone should keep their own copies of important work on some form of external storage device. The College recommends the use of external hard drives. Any student wanting advice on the purchase of these devices can see the College IT Manager. Graduate students connected to the network in college are entitled to use the University provided system (HFS) to backup up most of the files on their own machines. This service is available from the IT Services self-registration web pages: <http://register.it.ox.ac.uk>

#### Printing

Printing facilities are available in both the Library and the Peter Cruddas IT Suite. In line with other Colleges and Departments, there is a small charge for printing, to cover the costs of paper, toner and the maintenance of these heavily used machines. Printing needs to be paid for in advance; a credit is then placed on the student's login account and automatically reduces as jobs are printed. For assistance with printing, please either see the IT Manager or the Library Staff.

#### Prevent

The College upholds members' rights to academic freedom, freedom of expression and confidentiality. However, the College also has a statutory duty to have due regard for the need to prevent people from being drawn into terrorism (The 'Prevent' duty under the Counter-Terrorism and Security Act 2015). The College therefore reserves the right to

monitor IT use in order to ensure compliance with the law and the College's acceptable use policy. Any suspected breaches will be investigated by an independent panel of College members.

## 8. Financial Matters

### Accounts

We are a small college with limited resources. In order for the College to meet its own commitments and pay its bills, salaries and wages, it is important that all fees, dues and battels are paid by the end of the first week of each term. Accounts for extra meals will be billed to you at the end of term and must be paid before the beginning of the next term. Rooms reserved in College for part of the vacation must be paid for in advance. Payment for guestrooms must be made at the time of booking.

You will be issued with one **invoice** at the start of the academic year for all your fees and battels, although you may be able to split these payments over 2 or 3 terms. You will subsequently normally only receive invoices/credit notes for meals or meal credits arising during each term. Each term you will receive a **statement** showing the balance which remains outstanding on your account.

If fees and/or battels continue to be unpaid into the term then the College reserves the right to suspend tutorials and deny access to College rooms. No one with outstanding battels or fees from a previous term will be permitted to start the next term. The College reserves the right to claim a proportion of the fees from any person withdrawing from his or her course. All students will be required to pay a deposit to secure a room for the next academic year. Any student who, having reserved a room in College, then opts to live out without giving four weeks' notice will be liable to pay up to four weeks' battels. If, after having come into residence in College, a student chooses to move out, no refund of battels can be made for any proportion of the term remaining unless a suitable replacement can be found. Full details can be found in the [Licence to Occupy](#).

UK/EU students are reminded that applications for assessment for support by LAs/DIUS have to be made annually. Even if you are not in receipt of any financial assistance with fees this annual renewal is required. **Without it, the Government will not pay the College tuition fee, and you will be personally responsible for this as well as the University fee.**

**Living-in students are reminded that the battels cost includes meals as described in 10. below. It is not possible to live in college on a room-only basis.**

### Hardship Funds

The College has a small Hardship Fund to which all matriculated students may apply. There is also a University Hardship Fund. Both funds will only consider applications on the grounds of unexpected hardship: neither is able to support applicants who come to College with existing financial difficulties. Applications for both funds are made through the Academic Office. The University Hardship Fund considers applications each term: applications must be made by Friday of 5<sup>th</sup> Week in the Michaelmas and Hilary Terms, and Friday of 3<sup>rd</sup> Week in the Trinity Term. The College Hardship Fund considers applications throughout the year.

The JCR Trust was established to provide modest cash grants to HMC students who have a pressing short-term need for extra funds. For further information please see <http://www.hmc.ox.ac.uk/the-jcr-trust/>.

The Access to Learning Fund is able to provide grants to 'Home' matriculated students only. Application forms will be available from the Academic Office in the Michaelmas Term, and must be returned to the Student Funding Office in the University Offices, together with the supporting documentation required. See <http://www.ox.ac.uk/students/fees-funding/assistance/hardship/alf> for further details.

For further information about the above and other funds please see <http://www.hmc.ox.ac.uk/current-students/applying-for-hardship-funds/>.

## 9. Catering Matters

### Meals

**For more details of the College's meal provision and sign-in/-out arrangements, please see the latest version of the document 'College domestic and other arrangements'.**

Please inform Mr Jefferies at the beginning of the academic year if you require any special diet due to a medical condition or for religious reasons.

### Dining Hall

Please be punctual for meals. If for good reason you wish a meal to be kept for you this can be arranged in advance with the Steward. Please wear appropriate dress at all meals, and do not wear hats or caps in the dining hall. Shorts must not be worn at dinner. Mobile phones should not be taken to the dining hall.

## 10. Rooms and Houses

**NOTE: The accommodation arrangements for 2020-21 may change through the year in line with UK Government guidance and University and College policy: please see the latest version of the document 'College domestic and other arrangements' for up-to-date information.**

**Harris Manchester College has signed up to, and is compliant with, Universities UK Accommodation Code of Practice. College accommodation is subject to the Licence to occupy. No student will be permitted to live in College accommodation who has not signed a licence to occupy.**

Each room will be provided with (as a minimum) a single bed, wardrobe, desk, chair, bookshelves, notice board and desk lamp. Bed linen is provided weekly; students are responsible for changing their own beds. Towels are not provided. All rooms have wash hand basins and the majority have en suite bathrooms. All rooms have internet access. Please note that single sex houses cannot be guaranteed.

*Rooms will be inspected at the end of each term and any damage (other than normal wear and tear) will be charged to the student. Students will also be charged if the room is left in an untidy condition so that additional work on tidying and removal of belongings has to be done before the room can be used for conference guests. Students will be charged £50 for any loss of key.*

Queries regarding student accommodation should be addressed to the Housekeeper Tina Knowles (2)71022, [housekeeper@hmc.ox.ac.uk](mailto:housekeeper@hmc.ox.ac.uk)).

### a. Room Allocation Policy

The room allocation policy has been set by the Governing Body. It is

1. First year and final year undergraduates and first year postgraduates are given priority for rooms. Priority is also given to any student with a registered physical disability.
  2. There will then be a ballot for rooms for second year undergraduates, and also for third year students on four year courses.
- iii. First year graduate accommodation will be awarded by ballot.
1. Returning graduates are not guaranteed rooms although if there are any available then those writing up or in their final year of a taught course will be given priority.

For this purpose students reading Graduate Entry Medicine will be considered Undergraduates in their 1<sup>st</sup> year and Graduates in their 2<sup>nd</sup>-4<sup>th</sup> years. They are considered 1<sup>st</sup> year graduates in the 2<sup>nd</sup> year of their course.

1. Accommodation is not provided for part-time students though they may book a College guest rooms for short periods, subject to availability.



In the Hilary term current first- and second-year students are asked to state their preferred choice for the next year's accommodation. It has usually proved possible to satisfy students' requests with the following provisos:

Undergraduate students are not guaranteed accommodation for their second year of studies, although every effort will be made to accommodate all those who wish to live in. If rooms are oversubscribed there will be a ballot among second year students. As much notice as possible will be given to students who may have to live out. There is limited accommodation for graduate students: they are normally only accommodated in College in their first year (if room is available).

Students are not normally allowed to live in the same room for more than two of the three years.

If any one house is oversubscribed, the Housekeeper will hold a ballot in the presence of a JCR officer

Remaining rooms are then carefully allocated to new students, taking into account any special requests they may have made. A payment in advance will be required to secure a room for the next academic year. Students reserving a room and then withdrawing are charged according to the 'Financial Matters' section of this Handbook.

***The College also reserves the right to refuse any student accommodation in college at any time.***

*The College reserves the right for members of staff, including the Housekeeper and the Maintenance Officer, to enter student rooms at any time, although access will normally be agreed with the occupant of the room.*

The choice of room is not guaranteed, although staff will do their best to satisfy everyone.

#### b. Furniture and Fittings

The upholstered furniture in all houses meets the British Standard for fire retardation. Please do not bring any of your own upholstered furniture into College as it may increase the risk of fire and endanger you and others in College. For the same reason we require that students **do not use candles, naked flames or any flammable substance in their rooms or elsewhere**. Fines will be imposed on students found using candles in their rooms.

#### c. Cleaning

Details of cleaning arrangements for 2020-21 may be found in Part 2 of this Handbook. The College recycles paper, cardboard, plastics, glass, cartons, aerosols, foil, food waste, batteries, mobile phones and toner cartridges. Facilities are provided and we expect that students and staff will participate in these schemes. Further details can be obtained from the Housekeeper.

#### d. Laundry

For laundry arrangements, please refer to the latest version of the document 'College domestic and other arrangements'..

e. House Kitchens

For student kitchen arrangements, please refer to the latest version of the document 'College domestic and other arrangements'.

f. Maintenance

Please report all faults to the Maintenance Officer, Mr David Seeney. *Faults will be rectified as soon as possible and within the times set out in the Service Agreement (see Appendix).*

Please do not use Blutac, Sellotape or similar products on the walls. All rooms have pinboards and the maintenance staff are pleased to assist with the securing of posters and pictures. Desk lamps are provided in each room and are designed to take a bulb of 60 watts (replacement bulbs of a higher wattage can present a fire hazard). Replacement bulbs are available from the Bursary Office. Heating and lighting is supplied in rooms: students are not permitted to supply their own additional heating. Please do take care of your room for the sake of those that come after you. Making good any damage other than fair wear and tear may be charged to your account.

g. Electrical Regulations

It is the responsibility of each individual student to ensure that all the electrical appliances they bring into college are safe. It is College policy to test all portable electrical appliances at the beginning of each academic year. All students are requested to make all such appliances available for testing. If you have any doubts, please contact the Maintenance Officer for advice.

Each appliance must be fitted with a **13-amp plug BS 1363 with sleeved pins and a fuse not exceeding 13 amps**. Plugs on radios, lamps and other lightly loaded appliances should be fitted with 3 amp or 5 amp fuses.

**American appliances designed for 110v should not be used on our 240v system.** If in doubt, please consult a member of the college Maintenance Team before plugging anything in to avoid costly mistakes and fire hazards.

Please do not interfere with electrical fittings, connect appliances to a lighting circuit, or use two or three plug adapters plugged directly into socket outlets. Multi-way boards may be used providing approval has been obtained from the Maintenance Officer. No cooking is allowed in rooms other than boiling kettles.

The following are **not** allowed to be brought into College: electric blankets, electric fires or heaters, electric guitars, electric irons, refrigerators, microwaves, electric toasters, electric (or gas) cooking appliances other than a kettle.

If you have your own television, you **must** provide your own licence, as the College does not have a licence to cover TV sets in individual student rooms. The licensing authorities do conduct periodic checks for individual TVs. Please note that a TV licence is required to watch iPlayer.

Please be environmentally aware and turn off lights and electrical devices when they are not required.

## h. Vacations

In common with all undergraduate Colleges we let College rooms during vacations in order to provide much-needed income for the College. Vacation accommodation is only available to

- Postgraduates on research courses
- MBA students
- PGCEs, Clinical medical students and those on the graduate-entry medical course, who may apply for accommodation for their extended term dates.
- Undergraduate finalists who live in may apply for accommodation in the Easter vacation leading up to their finals.
- Undergraduates and postgraduates on taught courses with university examinations falling outside standard term dates.
- For 2019-20, those who do not have nine month contracts, but who cannot return home due to COVID-19 related travel restrictions, will be allowed to remain in College over the vacation. This will be charged at the standard student vacation residence rate.
- **All living-in students must hand in their room keys at the end of each term [or in the case of those on a 9 month licence to occupy at the end of the licence to occupy period.**
- The College reserves the right to ask any student entitled to remain in College over vacations to move to an alternative room.
- Graduate students who have opted for a 9 month licence to occupy are permitted to reside in College during the Christmas and Easter vacations. Students may not sublet their rooms, even to other Harris Manchester students.
- Students living out of College are not permitted to use the bathrooms, laundry facilities and student kitchens at any time. These facilities are only available during the vacations to those students permitted to stay in college..
- Facilities in all College buildings (other than the Library) are not available to students during the vacation.
- The College cannot accept responsibility for any loss or damage incurred. Valuables may be stored in the College safe by arrangement with the College Office.
- **Please ensure that cupboards and walls of your room are clear of all possessions at the end of term.** Wardrobes must not be kept locked during the vacation. There is a small amount of storage for possessions of overseas students during the vacations – please consult the Housekeeper if you are an overseas student and wish to leave any belongings over the vacation (subject to space availability). All other students are required to ensure that their possessions are removed from the College site for the duration of the vacations. If exceptional circumstances arise which make this impossible, you should consult the Housekeeper by Monday of 7<sup>th</sup> week. **Any possessions left in College without the consent of the Housekeeper will be thrown away.**
- **All other students must vacate their rooms by the time stated on Saturday of 8<sup>th</sup> week each term.**
- Anyone requiring vacation accommodation must complete and return the relevant form (available from the Accommodation Manager) by the stated deadline and sign

the regulations concerning vacation accommodation. Late returns will not be accepted. The rules governing vacation residence can be found in Part 2.

i. Mail

Your mail will be kept in the lodge in the main building; for this reason it is important to observe all the rules relating to the security of this area. Pigeon holes may not be used for commercial purposes and it is not permitted to post any correspondence which isn't addressed by name unless prior permission is sought from a member of the Bursary staff.

j. Security

Students will be able to access the college grounds at all times through the Navapan Gate using their University card with swipe access. The front door is open during office hours and when a Porter is on duty. At other times, access to the grounds will be through the Navapan Gate.

The door from Alister Hardy onto Mansfield Road should be kept locked at all times, and doors from the Holywell houses onto Holywell Street should only be used as fire exits. The doors to the rear of each house should also be kept locked. Please be aware of the high risk in Oxford of 'walk-in' thefts and keep your room door locked at all times. **The College insurance does not cover loss of student property and the College does not accept any responsibility for loss or damage.** You are strongly advised to insure your own personal property and belongings. The College is unable to accept responsibility for the property of students or staff which is brought into the College precincts. The Bursary staff are happy to store valuables such as travellers' cheques, passports etc. in the College safe.

Bicycles should always be locked when not in use. Bikes may only be kept in the designated cycle racks behind Sekyra House and behind Morrison house. All bikes kept in College **must** be registered at the Bursary Office and a security tag obtained and displayed on your bike. The College reserves the right to remove any bikes not displaying the necessary security tag.

k. Guests

Under the present circumstances **it is not possible to have any guests in College during Michaelmas Term 2020. This includes guests 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.

l. Quiet Room

For details of the Quiet Room and other quiet study spaces, please refer to the latest version of the document 'College domestic and other arrangements'

m. Parking

It is a condition of the city council that no parking should be available in College for junior members. This includes evenings and weekends. There is no longer any unrestricted parking in the streets round College. It is possible to park in some of the side roads to the north of the University Parks, but these are increasingly by permit only. If you can manage without a car then do not bring one to Oxford as so many are broken into or stolen.

n. College Grounds

We are very fortunate to have pleasant College grounds. Please do all you can to protect this environment and do not cut across the lawns, especially in wet weather. Please do not leave glasses and rubbish on the lawns.

## 11. Fire Safety

Fire is a very serious hazard. Every resident must read the fire notice posted in his or her room. It is your responsibility to make yourself familiar with the fire exits in your house, the position of break-glass alarms and the position of fire extinguishers.

In the event of fire, raise the alarm: leave your house swiftly, closing all doors, especially fire doors, as you leave; alert the bursary staff, the Porter or Junior Dean, as appropriate. If none of these is to hand, phone the fire brigade by dialling 999. Give the operator the number of the telephone and ask for 'Fire'. When the Fire Brigade replies give the message distinctly: FIRE AT HARRIS MANCHESTER COLLEGE ... (location) .... Do not replace the receiver until you hear the Fire Brigade repeat the message.

Assemble in the Arlosh Quad and wait there until allowed to return to your room by the fire officer. DO NOT attempt to use an extinguisher unless you are CERTAIN of the cause of the fire and the type of extinguisher to hand and you are competent to use it.

**Precautions at all times** should include switching off and disconnecting electrical appliances when they are not in use and avoiding overloading the electrical circuits, especially the lighting circuit. Candles must not be used in any room other than the Dining Hall.

**Improper use of fire extinguishers is a criminal offence: as such it will incur a very heavy fine and may lead to criminal proceedings.**

Under no circumstances should smoke alarms in rooms or corridors be tampered with. Anyone attempting to disable a smoke alarm will be fined and may be required to move out of College.

At some stage during the early part of the term a fire practice will be held and there will be further practices later in the academic year. Please familiarise yourself with the procedures to be adopted in case of fire, and be prepared to carry them out when the fire bell rings.

On Mondays mornings a regular test of the fire alarms takes place in designated areas of the College. This lasts approximately 10 seconds. Should it last for more than 30 seconds normal fire avoidance procedures should be followed.

## 12. Medical Services

**NOTE: Additional information on measures relating to Covid-19 may be found in the latest version of the document 'College domestic and other arrangements'.**

All students living in College must register with a doctor in Oxford, and preferably with the College doctors. It is important for you to register with a doctor as soon as possible. The College Doctors are Dr Simon Curtis and Dr Meriel Raine who belong to a group practice at 19, Beaumont Street. You can register with their practice using the information sent out to you at the beginning of the year. While you will be registered with one of our College doctors, any doctor in the practice can be consulted if it is urgent for you to consult a doctor at short notice. There is also a nurse who can be consulted during surgery hours for advice on minor ailments.

Students who register with a doctor other than the College doctors should be aware that they will be personally responsible for paying any fees incurred for doctor's certificates.

### Consultations

Appointments may be made by telephoning **OXFORD 240501**, (or if you use the telephone in the Library entrance on #6 411);

Monday to Friday: 8.30am to 6.30pm

In order to consult the doctor of your choice you should make the appointment as far ahead as possible.

### Emergency Calls

For all emergency calls telephone 999.

### Nights and Weekends

At nights and weekends, when the Practice is closed, the NHS operates an "out-of-hours" service that can be accessed by telephoning 111 and your call will be directed appropriately. This is for urgent problems that cannot wait until the Practice reopens.

### Medical Care for Overseas Students

Please note that for student visa holders who are here for longer than 6 months there has now been introduced an Immigration Health Charge. For further information please click [here](#). Students resident in Britain for less than six months will be liable to pay for all consultations and treatment, and are advised to take out insurance to cover this. For overseas students who may not be familiar with the service of the NHS please [click here](#) for further information.

**A list of trained first-aiders can be found on notice boards in the College.**

**All students are required to register the name of their doctor in Oxford and the name and address of their next of kin with the Bursary, in case of accident.**

### 13. Counselling

#### Academic Problems

If you have any academic problems these should be discussed in the first instance with your present tutor or the supervising tutor in your own subject. The Senior Tutor is available for consultation if further help is needed, as is the University Counselling Service (see below).

If however the problem concerns the tutor's teaching then the issue should be raised with the tutor concerned. If it cannot be satisfactorily resolved then it should be taken up with the supervising tutor. If it is still not resolved in a satisfactory way, then it should be referred to the Senior Tutor, and finally to the Principal. It is important to follow this procedure as many issues can be resolved at an early stage and thus unnecessary hurt and anguish may be avoided.

#### Financial Problems

If you think you will have problems in meeting your College bills (either fees or battels), please discuss your situation with either the Bursar or the Academic Administrator as soon as possible. The Academic Administrator can advise on sources of funding such as Student Loans, Hardship Loans and Hardship Funds. Under University regulations, you may be barred from University premises if you are in arrears with your course fee payments, and you cannot receive your degree if you have debts to the College or the University.

#### Personal Problems

You will find that your own subject tutors are always ready to lend an ear to any problems or worries you may have. However, you may prefer to talk problems over with senior members of the College because you know them or feel comfortable with them. The Chaplain is a member of the Welfare Team and available for conversation and welfare support. The Junior Dean is also available to listen and help in any way he can. If you feel that you need professional counselling, you may contact the University Counselling Service at:

3 Worcester Street Oxford OX12BX Tel: 01865 270300 Email: [counselling@admin.ox.ac.uk](mailto:counselling@admin.ox.ac.uk)

#### Drugs

Under the law it is a criminal offence to take, possess, manufacture, pass to others, or sell drugs; or to be knowingly concerned in the management of premises where any of these things are done. The College wishes its policy with regard to involvement with drugs to be clearly known and understood. Any member of the College who becomes involved in taking, manufacturing, passing to others, or selling drugs (e.g. heroin, amphetamine sulphate, LSD, ecstasy, cocaine and 'crack', etc.) must expect to be expelled. Involvement with drugs such as cannabis will result in discipline and even suspension.

Anyone requiring help of any sort in connection with drugs may take one or other of the following courses of action:



1. medical help may be sought either from the College doctor or any other general practitioner. The National Drugs Helpline can be contacted on 0800 776600 (freephone);
2. there are two listening services, Nightline (run by students for students – 16 Wellington Square, tel. (2)70270: <http://oxfordnightline.org/> and the Samaritans (60 Magdalen Road, tel. 722122 any time, or try the national number 08457 909090);
3. you may approach some member of the Senior Common Room, bearing in mind that responsibility to other members of College, and the law, may impose some limit on the degree of confidentiality that may be maintained.

Information on student health & welfare can be found at <https://www.ox.ac.uk/students/welfare?wssl=1>. HMC's welfare page can be [accessed here](#).

## 14. The Chapel

The College Chapel is a place of worship for the whole College community, for people of all denominations and none. Everyone is most welcome to attend services or just to sit for a while during a busy college term. To contact the Chaplain, please email her at [susannah.reide@hmc.ox.ac.uk](mailto:susannah.reide@hmc.ox.ac.uk). The chapel is also used for musical practices and performances, and students are welcome to use the college pianos. The Eighth Week concert is given by HMC musicians. Please contact the Director of Music for further details, and options for musical tuition.

There are usually 3 services in Chapel each week of full term, and all are very welcome. Please note that in 2020-21, there may be some changes to timings and formats of services to accommodate social distancing.:

Monday: reflective candle-lit service in the ecumenical Taizé tradition (8.30-8.50pm) with sung chants and periods of silence;

Wednesday: Choral Evening Prayer (5.45-6.25pm), with brief 'thought-for-the-day' given by a senior member of college, or invited guest. The choir sings a range of liturgical music and an anthem;

Friday: service of morning prayer (8.30-8.45am).

The college choir, HMC Chorale, sings for services, concerts, occasional dining-hall graces, and special events throughout the year.

## 15. Graduate Matters

The Tutor for Graduates is Professor Crispin Jenkinson. Graduate students who would like to make an appointment to see him should email him at

[crispin.jenkinson@dph.ox.ac.uk](mailto:crispin.jenkinson@dph.ox.ac.uk). Professor Jenkinson and the Principal will meet with each graduate student in Hilary term to review his/her work and discuss the supervisor's reports.

A Fellow of the College will also be assigned to each graduate as College Advisor on all matters, academic and personal. The Fellow's academic interests will, as far as possible, be in the same area as those of the graduate student. There is a reception for graduates and their advisors at the start of each Michaelmas Term.

**Note: Different domestic arrangements for graduate students may be in place for all or part of 2020-21: please see the latest version of the document 'College domestic and other arrangements' for up-to-date information.**

The Common Room for graduates (the Middle Common Room) is situated on the ground floor of 30 Holywell and, when open, may be used by all graduate students, whether living in or out of College.

Graduate students are also members of the Junior Common Room, and may use the JCR facilities and bar when these are open to students.

Graduates who have paid their maximum fee liability will be charged a continuation fee of £122 per term until they have submitted. This is in addition to the £508 per term continuation fee charged by the University.

Note: students already holding a first degree, who are doing a second undergraduate degree, are not members of the MCR and are not entitled to use either the MCR or the 30 Holywell House kitchen.

## 16. Useful Websites

Student Health & Welfare

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

Student Funding

<http://www.ox.ac.uk/students/fees-funding>

University Accommodation Office

<http://www.admin.ox.ac.uk/accommodation/>

University Careers Office

<http://www.careers.ox.ac.uk/>

Childcare

<http://www.admin.ox.ac.uk/childcare/>

Disabilities Office

<http://www.admin.ox.ac.uk/eop/disab/>

University counselling service

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

University Language Centre

<http://www.lang.ox.ac.uk/>

IT Services

<http://www.it.ox.ac.uk>

University email search

<http://www.ox.ac.uk/contact/>

Lecture Lists

<http://www.ox.ac.uk/students/academic/guidance/lectures>

Examination timetables

<http://www.ox.ac.uk/students/academic/exams/timetables>

University Gazette

<http://www.ox.ac.uk/gazette/>

Rail services

<http://www.nationalrail.co.uk/>

Local bus services

<http://www.oxfordbus.co.uk/>

Oxford University Students' Union (Oxford SU)

<https://www.oxfordsu.org/>