



**Harris
Manchester
College**
UNIVERSITY OF OXFORD

College Handbook 2023-24

Part 1 – General Information

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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, Dr Isabel Ruiz, is responsible for graduate matters. She is available to discuss any graduate matters of an academic or welfare nature, and any complaints that may arise.

The Bursar

Chris Manning has overall responsibility for domestic and financial matters in College. He is also responsible for Health and Safety, Security and HR matters. He will also be able to help you on financial matters related to the College. The Bursar is based in room 1B of the Oxley Ching Building. Mr Manning is assisted in the Finance Office by Ms Michalina Szopinska, Ms Marie McCarthy and Ms Katrina Menmuir. If during your time in College you have any queries regarding fees, batters or your College account please contact the College Accountant, Michalina Szopinska (Michalina.szopinska@hmc.ox.ac.uk). The Bursar is the College's Prevent Officer and Safeguarding Officer.

The Domestic Bursar

Reporting to the Bursar, the interim Domestic Bursar, Dagny Natanson is responsible for overseeing the day-to-day domestic operations of the College. The Domestic Bursar is responsible for liaising with all the departments to ensure smooth delivery of services. If you have any concerns outside your studies Dagny is your first point of contact, but please check the College Handbook first. The Domestic Bursar is based in the Bursary.

The College Librarian

The College Librarian, Kate Alderson Smith, has overall responsibility for running the College Library and Archive. The College collections cover the modern material housed in the Tate Library, and also large antiquarian and archival collections housed in closed access stacks. The Library Team is made up of the Librarian, an antiquarian cataloguer, an archivist and a senior library assistant. The College's paintings and historic furniture also fall within the Librarian's remit. The Library plays an important role in the life of the College and if you have any suggestions or concerns please let the Librarian know.

Academic Administrator

Victoria Lill is both the Tutor for Admissions and the Academic Administrator. As such she is responsible for providing administrative support for academic matters and in particular arrangements for exams. She is assisted by Richard Molyneux who is the Admissions Officer and Academic Office Deputy. Ms Lill is responsible for administering the College Hardship Funds. She is also the College Disability Officer. She 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. The Dean is a fellow of the College and is ultimately responsible for disciplinary matters. Please contact the Dean, Dr Linda Hulin if you wish to make an appointment to see her. The Junior Dean reports to the Dean and is responsible for fire precautions and residential emergencies. The Junior Dean, Brody McDonald 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 Abismrita Chakravarty.

The Junior Deans are usually then first point of contact for disciplinary issues but may escalate matters to the Dean if required. The Junior Deans on duty can be reached on 01865 (2)81470 or for overnight emergencies 07909 476586 [11.30pm to 8.30am]. Email: junior.dean@hmc.ox.ac.uk.

Dean of Degrees

Dr Eric Eve and Dr Harrison Steel are responsible for presenting Harris Manchester students for matriculation and for graduation. If you have any queries about these ceremonies, you should ask Richard Molyneux in the Academic Office.

Welfare Lead

As Welfare Lead Kerry Minton is responsible for coordinating welfare in College and for providing welfare support to the College's students and staff. Kerry will generally be the first point of support and guidance to undergraduate and graduate students on welfare matters and will provide second-line support to the student Junior Deans, Peer Supporters, and student Welfare Reps. Kerry is responsible for supporting and enhancing the welfare and wellbeing of students and staff informed by best practice. Kerry can be reached on welfare-adviser@hmc.ox.ac.uk. From Hilary Term onwards Kerry will be supported by Katie Hutchinson who is the Welfare Support Officer and who will lead on the college's wellbeing programme.

Bursary Office Manager / Conference and Events Manager

Throughout term Nick Jefferies with the support of Natasha Dark, Shannon Madden and our evening porter John Carter, is responsible for running the college Bursary Office (often known in other colleges as The Lodge). The Bursary team are here to assist or sign post you with any non-academic issues which may arise throughout term. Here to help, this is the place to come with any queries you are unsure of.

Throughout the vacations Nick also runs our conferencing and events. Nick, along with Natasha and Shannon is responsible for the organisation of dinners, meetings, weddings and conferences outside (and occasionally during) term.

Catering Manager

Steve Ramli-Davies – Chef/Catering Manager – is responsible for the Kitchen/Catering department. He is assisted in the Kitchens by Xhevahir Gjoci as Second Chef and by Obaid Afzal. Steve works with Stuart Cherry (Hall Steward) in delivering the catering service for the college both during term and throughout vacation'

Housekeeper & Accommodation Manager

Tina Knowles is supported by her assistant. Kay Maxwell, who together with the scouts look after the residential welfare of students, and is also in charge of the allocation of student rooms. Tina and Kay may be contacted by email on housekeeper@hmc.ox.ac.uk.

Head of Maintenance

Nick Greehy is our Acting Clerk of Works and Maintenance Supervisor, and is supported by Christopher Bowring and Christopher Knowles. Between them, they are responsible for maintaining all of the buildings in College. If you have any queries about electrical appliances or if you have a problem with your room, you should email the fault to maintenance@hmc.ox.ac.uk. **IT**

For IT support please contact it-help@hmc.ox.ac.uk

Director of Music

James Whitbourn is our Director of Music and is responsible for the running of the College Choir and the musical life of the College.

Chaplain

Revd. Claire MacDonald is responsible for the running of the College Chapel and its services. She can be contacted on claire.macdonald@hmc.ox.ac.uk

Development Office

The Development Office works to maintain a lifelong link between former students (called alumni) and the College, through regular events and communications. At the same time, we encourage alumni to engage with current students to

provide careers advice and networking opportunities. For more information, contact alumni@hmc.ox.ac.uk or visit our pages on the College's website www.hmc.ox.ac.uk/alumni-and-supporters.

Women's Officer

Professor Kate McLoughlin is the College's Women's Officer. She may be contacted on kate.mcloughlin@ell.ox.ac.uk.

LGBTQIA Officer

Ashley Walters is the College's LGBTQ Officer. He may be contacted on ashley.walters@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.

Harassment Officers

Dr Joshua Hordern (joshua.hordern@theology.ox.ac.uk) and Kate Alderson-Smith (kate.alderson-smith@hmc.ox.ac.uk) are the College Harassment Officers.

2. Office Hours

The Bursary (Lodge)

This is the hub of College life. All your questions and concerns start here. Shannon and Natasha will sign post you on all matters. If you are unsure of anything approach the hatch in the Post Room and they will be sure to have the answer.

Any requests for room booking for tutorials and events in term must come through the Bursary via bursary@hmc.ox.ac.uk.

Bursary (Lodge) Opening Hours

8.30am-11.00pm Monday to Friday

9.00am-12.00noon/6.00pm-11.00pm Saturday

9.30am-1.30pm Sunday

Vacation opening hours will vary.

For emergencies outside these hours the Junior Deans are available 07909 476586

Porter

John Carter is the College Porter. John works in the weekday evenings from 4.00pm. John has been working for the College for many years and is always happy to help – take the time to drop by and say hello any time in the evening.

The Sunday Porter is Romando Syah.

Romando opens the Chapel every Sunday morning for the Unitarian Chapel Service at 11:00am (everyone is welcome).

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 2023/2024 are:

Michaelmas Term

Wednesday 4th October 2023 – Saturday 2nd December 2023

Hilary Term

Wednesday 10th January 2024 – Saturday 9th March 2024

Trinity Term

Wednesday 17th April 2024 – Saturday 15th June 2024

The Thursdays, Fridays and Saturdays of 0th week each term are always reserved for meetings with Tutors and Lecturers and for College examinations called Collections.

During the first week of the academic year, Freshers will need to attend meetings 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 [Timetables | University of Oxford](#).

4. Residence

Oxford University is a residential University and requires that everyone reading for an 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 (undergraduates) or Tutor for Graduates (graduates) and permission from the Proctors. Students must consult the Senior Tutor or Tutor for Graduates 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:

1. one of:

- dark suit with plain black socks, or
- dark skirt with plain black tights or stockings, or
- dark trousers with plain black socks or plain black hosiery

2. dark coat if required - worn underneath the gown

3. plain black shoes

4. plain white collared shirt or blouse

5. white bow tie, black bow tie, black full-length tie, or black ribbon

PLUS:

1. the appropriate academic gown

2. mortar board or soft cap

6. Library Matters

Library staff can be found in the Tate or in the main Library Office (ground floor). Staff can provide help with using the Library in College but are also available to support students with using other collections within the University, navigating SOLO and identifying and using other electronic databases. The Library staff welcome book suggestions and encourage students to let them know of items that should be bought. An online suggestions form is available on the Library web page. In addition, staff also administer the small book fund that students receives each year.

The Library is open to all members of the College and everybody is welcome to borrow books from the Tate. Access to the Library is via your University Card. Guests can be brought into the Library at the discretion of Library staff.

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. Other colleges' libraries are not accessible to students in general. Please ask Library staff about access to individual college libraries that you may wish to use.

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.**

It is the responsibility of all students to ensure that their work is backed up, by making a copy in a suitable second location. As part of providing a free licence of Office365, each student has access to University OneDrive. Do not save work on College machines as these may be regularly cleaned and any saved material removed.

IT Support

SOCIT is the name for the joint IT collaboration for a number of colleges including Harris Manchester. We can assist with all college member related IT matters and are usually the first point of contact if you have an IT issue. Please report any issues using the email address below or visit either of our IT offices.

Harris Manchester College IT Office is situated in Oxley Ching, Office 3

SOCIT IT Office
8 St Aldate's, Oxford, OX1 1BS
it-help@hmc.ox.ac.uk
01865 286001

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 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>.

E-mail addresses will usually take the form 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 which routes to the same account.

Connecting to the wireless network

Students wanting Internet access whilst in College will need to use the Wireless facilities. No wired connections will be made available. Students can connect to the university wireless network – Eduroam.

Students in college with their own computer must connect to the Internet through the above mentioned Wireless network. 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.

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.

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.

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.

It is vital that you have an up-to-date virus checker installed. Oxford University provide free Sophos anti-virus. More information and installation instructions can be found here: <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 365 is available to students, and should be downloaded from www.office.com after signing in with your SSO.

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.

Backup

Everyone should keep their own copies of important work on some form of external storage. The university provides Microsoft OneDrive as part of Office 365.

Printing

Printing facilities are available in both the Library and Main Building. 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 contact it-help@hmc.ox.ac.uk 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. Payment for vacation residence **must** be paid by 5.00pm on the Thursday of 7th week of the term ahead of the vacation. 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 subject to discussion with the Accounts Team. 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 at <https://www.hmc.ox.ac.uk/accommodation-information>.

UK/and any applicable EU students are reminded that applications for assessment for support by the Student Loans Company 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. Please email academic.administrator@hmc.ox.ac.uk for further details. 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 contact kate.alderson-smith@hmc.ox.ac.uk The University Hardship Fund considers applications each term. Please see <https://www.hmc.ox.ac.uk/financial-support> for full details.

9. Catering Matters

a. Meals. The College provides the following meals in each eight-week term:

Breakfast	7.45 -9.00am weekdays, 8.45-10.00am Saturday	6 per week
	Sunday Brunch: 10.00am – 11.00am	
Lunch	12.30pm-1.30pm Monday to Friday	5 per week
Dinner	Tuesday, Thursday and Friday 6.00pm-7.00pm (informal) Monday and Wednesday 6.45pm start time (formal)	
Weeks 3,5 & 7	Wednesdays 7:15p.m Start Time (SCR Guest nights formal)	

A takeaway service will be available for all meals with members providing their own food containers except for formal dinners.

During 0th Week of each term meals will be available as follows:

Michaelmas Term 0th Week:

Dinner on Monday is not formal

Dinner on Wednesday is formal.

Hilary & Trinity Terms 0th Week:

Monday – lunch only

Tuesday – Breakfast and Lunch only

Wednesday onwards – meals as per normal

Dinner on Wednesday is not formal

Dinner will not be available out of term.

For Graduates Only: Breakfast and Lunch will be available subject to when the kitchen will be providing meals for the purpose of staff and conferences. Please note that meals may not be available to students on certain days when conference arrangements prohibit it.

Signing in and signing out for Meals

In order to ensure that everyone who requires a meal can have one, and to avoid unnecessary waste, please could you make relevant bookings online by **2.00pm the day before**

Students are entitled to bring a guest to each meal. Additional guests may be permissible at the discretion of the Steward.

Students may not sign in any other Harris Manchester College student as a guest, nor may meal credits be exchanged between students. It is not permitted to sell formal dinners to other students.

Please inform Mr Stuart Cherry, Hall Steward, at the beginning of the academic year if you would like to have vegetarian meals, or if you need any special diet due to a medical condition or for religious reasons.

Living-in students

All living in students must sign in for all meals. The cost of meals is included in battels. You accrue 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. A maximum of 16 credits per term at £3.40 per meal will be given.

The cost of student meals are as follows:

Lunch - £5.30

Dinner - £7.30

Sunday Brunch - £6.55

Guests

Family Service Dinners - £7.30

Formal Dinners - £8.90

JCR & MCR Guest Nights - £8.90

SCR Guest Nights - £12.00

Invoices and credit notes for meals will be raised at the end of each term. Please note that meal credits cannot be assigned to guests but the cost of meal credits can be offset against the cost of a guest. Please remember **to sign-in your guest** as early in the week as possible.

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.

Dinner on Mondays and Wednesday Weeks 1-8 is a formal meal; Grace is said at the beginning of the meal, and following the University custom members are expected to dress more formally (–e,g, shirt, tie, jacket and blouse or and trousers or skirts are sufficiently formal) and to wear academic gowns.

Please inform Mr Stuart Cherry 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 and an appropriate vessel should be provided by that member. 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 for not be used during mealtimes other than to take photos of the food.

10. Rooms and Houses

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 available at <https://www.hmc.ox.ac.uk/accommodation-information>. 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. 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. Bed linen will not be provided but it is possible to order a bedding pack (a duvet and two pillows) from the Housekeeper for £25. If you would like to order a bedding pack then please could you complete the relevant form which will be emailed to you.

Rooms will be inspected at the end of each term. The cost of any damage over and above normal wear and tear (in the opinion of the Accommodation manager) will be charged to the student. Students will also be charged if a room is left in an untidy condition, meaning that additional cleaning and/or removal of belongings is required before the room can be used by others.

Mistreatment of college rooms may also result in relocation to alternative accommodation (usually elsewhere in the college) or withdrawal of college accommodation. This course of action may be taken in parallel with, or independently of, the issuing of fines (see above).

Students are **not** guaranteed a specific room during the course of the academic year. While effort will be made to avoid doing so, the college reserves the right to provide alternative accommodation.

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).

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.
3. First year graduate accommodation will be awarded by ballot.
4. Returning graduates are not usually allocated rooms. For this purpose students reading Graduate Entry Medicine will be considered Undergraduates in their 1st year and Graduates in their 2nd-4th years. They are considered 1st year graduates in the 2nd year of their course.
- 5.

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

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.

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.

Once a student has completed their final assessment they may be asked to leave College accommodation if there are serious concerns for the student's welfare or there is disruption to the rest of the College community

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. Students may request that housekeeping staff do not enter their room for up to 3 consecutive days but on the 4th day housekeeping staff have the right to enter the room. For full details of the College's rooming policy please see [Accommodation Information | Harris Manchester College \(ox.ac.uk\)](#).

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 2023-24 may be found in section 17 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

The launderette is located in Graham Pye Hall. The machines take payments from debit and credit cards. The launderette contains both washers and dryers. Irons are not permitted in student rooms. Ironing facilities are available in the Conway Hall kitchen in the ironing room on the ground floor of Graham Pye Hall, and the entrance halls of Morrison and Wrigley, for all students, and in the 30 Holywell kitchen for graduate students only.

e. House Kitchens

Most houses have small kitchens where light meals can be prepared. The kitchens are for the use of living-in students only. Please provide your own utensils and crockery etc. Leave the kitchen clean and tidy after you have used it. Be aware of fire hazards and in particular, do not fry pans or grills unattended. Chip pans are strictly prohibited. Food storage in the cupboards and fridges is at the students' own risk. The College has provided a set of pans for the induction hob in the Graham Pye Hall kitchen: please do not remove them from this room.

f. Maintenance

Please report all faults to the Maintenance Officer, Nick Greehy. *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 are 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. For details of who is eligible for vacation residence please see the relevant section of the rooming policy which can be found here [Accommodation Information | Harris Manchester College \(ox.ac.uk\)](#). **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.
- **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 7th 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 8th 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 section 18.

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. 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

You may accommodate a guest in your own room at no charge. If you do so, you must be responsible for the guest's sleeping arrangements. If you require bedding this can be provided at a charge of £5.00 for each occasion and should be obtained from the Housekeeper. Bookings should be done through the Bursary Office. Alternatively a College guestroom, if available, may be booked for guests at the current rate. **Whichever arrangement you adopt, guests and length of stay should be registered with the Bursary staff before arrival. For security and fire safety purposes, the College needs to have a record of everyone who is staying in College.**

You may only accommodate one guest in your room at any time and guests are not permitted to stay more than three consecutive nights in any one term. No one guest may stay for more than 10 nights in any one term. You may not accommodate a guest in your room if you are absent from College. Guests should not be left to cook for themselves in the house kitchens, and while in the main building and in the dining room they must be accompanied by a member of College; they may only take meals for which they have been signed-in. **You are responsible for familiarising your guests with the College's instructions on fire safety and security precautions. These can be found on the back of student doors and on the noticeboard in the foyer of the main building.**

l. Student Common Spaces

In addition to the JCR and the MCR the Maevadi basement is available for all students to use for social or study purposes. The Quiet Room is a communal room is provided in Navapan Hall for the use of all College members in term time only. This is designated as a bookable quiet space. The Quiet Room is kept locked. The key can be signed out from the Bursary at any time until 22.30pm and must be returned to the Bursary no later than 10.00am on the following day. The member signing out the key will be deemed to be responsible for the room whilst they the key and should ensure that the rules governing the use of the room should be strictly observed. Please note that the Quiet Room will be available for Michaelmas Term 2023 only.

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 for both environmental and security reasons.

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 Friday afternoons 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

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 Helen Ashdown 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 **01865 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 see <https://www.gov.uk/healthcare-immigration-application>. 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 Welfare Lead, Kerry Minton, is available to meet by appointment for one to one meetings and can be reached on welfare-adviser@hmc.ox.ac.uk. The Chaplain is a member of the Welfare Team and available for conversation and welfare support. The Junior Deans are also available to listen and help in any way they 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

Drugs

Under the law it is a criminal offence to take, possess, manufacture, pass to others, or sell illegal 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 illegal 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.hmc.ox.ac.uk/welfare-and-support>.

14. The Chapel

The College Chapel is a space for the whole College community and is available for people of all faiths and none. Everyone is welcome at services; those who just wish to sit for a while at other times during a busy term are equally welcome. Each Wednesday during full term, our choral 'Gathering Light' event (5.45-6.25pm) features a brief thought-for-the-day given by a senior member of College or an invited guest. At this gathering, the College Choir sings anthems as well as music sometimes from non-Christian traditions. It is a perfect way to complete a day of academic study with a time of collegiate reflection and spiritual beauty before formal Hall. To contact the Chaplain, please email her at claire.macdonald@hmc.ox.ac.uk.

The chapel is famed for its extraordinary set of William Morris / Edward Burne-Jones windows and as such it provides a perfect focal point for music and the arts within the college. It is used for music rehearsals and performances, and can be accessed by students for those purposes (by booking at the bursary). Please see *15.Music* for further details. Applications for the Choral Scholarships are welcomed: contact the Director of Music at james.whitbourn@music.ox.ac.uk.

15. Music

The College Choir rehearses on Fridays (5 to 6.30pm) and on Wednesdays (4.45 to 5.30 pm) followed by our Gathering service at 5.45pm and then formal dinner as guests of the College. The College offers up to five Choral Scholarships for experienced choral singers in soprano, alto, tenor and bass voices. Those with limited or no experience of choral singing may also be very well suited to this form of music-making, especially those with instrumental backgrounds, already familiar with musical notation, since this is a taught programme by the College's professional Director of Music, Dr James Whitbourn. All are encouraged to consider membership of the programme and to speak to the Director of Music about any interest they may have.

The choir performs music both from the Anglican cathedral repertoire heard throughout most Oxford Chapels and also from other traditions, sometimes working alongside vocalists from other faith traditions or with instrumentalists from within College. It also sings at other College events such as Ascension Day (from the tower and followed by a celebratory breakfast in Hall) and the Summer Garden Party. The College also offers a valuable Organ Scholarship for players of an advanced standard and possesses one of Oxford's largest pipe organs: a three-manual Nicholson instrument build to a Romantic tonal design.

The College is committed to prioritising music and the arts within student life and is developing a fresh strategy to showcase internal and external talent, especially within the chapel, with its famed and outstanding set of William Morris windows. The main performance opportunity - both for singers and instrumentalists - is the Wednesday 'Gathering' service but there are also opportunities for most extended solo concerts and for performances within the rhythm of college life.

The College has two grand pianos (a historic Steinway and a Bechstein) which can be booked by students for practice at specific times (via the Bursary). The College also has a drum kit to support jazz ensembles that are formed from time to time.

Any student wishing to perform on their instrument or vocally should contact the Director of Music at james.whitbourn@music.ox.ac.uk.

16. Graduate Matters

The Tutor for Graduates is Dr Isabel Ruiz. Graduate students who would like to make an appointment to see him should email her at isabel.ruiz@bsg.ox.ac.uk. Dr Ruiz 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.

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. Please note that this space will be unavailable during Michaelmas 2023 owing to an ongoing building project.

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 £143 per term until they have submitted. This is in addition to the £572 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.

17. Service Agreements

Repairs

Harris Manchester College aims to deal with all registered repair needs as soon as possible. For achieving optimum effectiveness and efficiency in both responses and use of maintenance staff time, the College has categorized repairs into the following categories:

- Emergency – action within 24 hours, Monday to Friday; weekend as soon as possible and within 48 hours
- Urgent repairs- action within 7 days
- Non-urgent repairs- aim to complete within 28 days

Repairs should be reported directly to the Maintenance Department on maintenance@hmc.ox.ac.uk, or to the Housekeeper on housekeeper@hmc.ox.ac.uk giving:

- name of student
room number and building
description of fault
date and time

Emails will be checked daily by the Maintenance department and requested repairs prioritised by them by category and by date and time of reporting.

Cleaning

Harris Manchester College aims to keep all common areas clean and litter free.

The Housekeeper is responsible for the cleaning of the internal common areas in College.

Student Rooms

Housekeeping will issue you a day and time slot for cleaning. You may discuss this with your scout who may be able to change the slot, if inconvenient.

Your room will be cleaned weekly. Kitchens daily and bins emptied daily.

Should you have any concerns or questions about cleaning please email Tina Knowles on housekeeper@hmc.ox.ac.uk.

External areas

Any problems or issues relating to the cleanliness or safety of the College grounds should be reported by e-mail to housekeeper@hmc.ox.ac.uk.

18. Vacation Accommodation

Eligibility

Details of who is eligible to apply for vacation residence can be found in the relevant section of the Rooming Policy which can be found here [Accommodation Information | Harris Manchester College \(ox.ac.uk\)](#).

Application

Those who are eligible to be accommodated during a vacation (see above) must complete a request form and return it to the Accommodation Manager, Tina Knowles (tina.knowles@hmc.ox.ac.uk), no later than Friday of 6th week of each term. Late return will forfeit a student's right to be considered for vacation accommodation. 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.

Conditions

All students must sign to abide by the terms and conditions governing vacation accommodation (below). Anyone found breaking these conditions may be asked to vacate their accommodation immediately.

All students (with the exception of undergraduates taking university exams and finalists in the Easter vacation*) must pay for their vacation accommodation in advance. Non-payers will forfeit their right to vacation accommodation.

The College reserves the right to require students to move rooms during vacations.

The College does its best to accommodate finalists in the Easter vacation, but because necessary maintenance or refurbishment may limit considerably the number of rooms available, this cannot be guaranteed.

*Undergraduates who take finals in both the second and third year of their courses (e.g. Psychology) may have a total of five weeks' free accommodation, to be divided as they choose between the Easter vacations in the second and third years (if they are awarded accommodation in both years). For those who take finals in their second, third and fourth years (e.g. Engineering) they may have a total of five weeks' free accommodation to be divided between the Easter vacations of their second, third and fourth years, should they be living in for any or all of those years.

Finalists are entitled to five weeks free accommodation over the Easter vacation. This is on the understanding that they will be living onsite for a minimum of three weeks during this period. If students are going to be living off site for longer than two weeks during the Easter vacation, then they will either need to vacate their rooms or pay the vacation residency charge. For finalists vacating their rooms during this period, the college can provide storage for any personal items they wish to leave on site over Easter. Charges may be applied retrospectively if it becomes apparent that a student has been out of residence for more than two weeks without vacating their room

Guests in College

You may accommodate a guest in your own room at no charge. If you do so, you must be responsible for the guest's sleeping arrangements. If you require bedding this can be provided at a charge of £5.00 for each occasion and should be obtained from the Housekeeper. Bookings should be done through the Bursary Office. Alternatively a College guestroom, if available, may be booked for guests at the current rate. **Whichever arrangement you adopt, guests and length of stay should be registered with the Bursary staff before arrival. For security and fire safety purposes, the College needs to have a record of everyone who is staying in College.**

You may only accommodate one guest in your room at any time and guests are not permitted to stay more than three consecutive nights in any one term. No one guest may stay for more than 10 nights in any one term. You may not accommodate a guest in your room if you are absent from College. Guests should not be left to cook for themselves in the house kitchens, and while in the main building and in the dining room they must be accompanied by a member of College; they may only take meals for which they have been signed-in. **You are responsible for familiarising your guests with the College's instructions on fire safety and security. These can be found in each student rooms and on the noticeboard in the foyer of the Main Building.**

Regulations for students permitted to stay in residence during vacations

Where a student is granted permission to remain in residence during the vacation, such residence is subject to the following conditions:

If you are a finalist applying for a room over the Easter vacation, *you may be required to move bedrooms for the vacation*, You must be resident for all or the major part of the vacation. Rooms are allocated to a named individual who is responsible for maintaining the room in a good and clean condition. If that person is absent at any time during a vacation, the room may not be offered for use by another person unless the prior agreement of the Accommodation Manager has been obtained.

Any student granted permission to be resident during a vacation must register the dates of any absence with the Bursary Office before going away (for reasons of security and fire safety we must know exactly who is resident at any time).As in term time, smoking or vaping are not permitted in any of the College grounds or buildings, including residential accommodation.

Facilities available during the vacation may vary from those available during term time, dependent on the availability of staff during the vacation to appropriately oversee and clean the facilities to ensure the safety of those remaining in residence.

Meals will be provided during the vacation when the kitchen is open and will be charged for separately.

Because of the need to maintain a quiet environment for effective study during vacations, noise must be kept to a minimum.

The authority of the Dean and Junior Deans in relation to security and safety must be respected.

Where permission to remain in residence is on a paying basis, full payment must be made *in advance* to the Finance Office in the form and at the time requested by the Finance Office. Failure to fulfil the conditions of vacation residence may result in the person concerned being required to leave residence for the remainder of the vacation.

19. 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

<https://gradaccommodation.admin.ox.ac.uk/accommodation>

University Careers Office

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

Childcare

<https://childcare.admin.ox.ac.uk/home>

Disabilities Office

<https://www.ox.ac.uk/students/welfare/disability>

University counselling service

<https://www.ox.ac.uk/students/welfare/counselling>

University Language Centre

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

IT Services

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

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/>

Oxford University Students' Union (Oxford SU)

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