



**Harris  
Manchester  
College**  
UNIVERSITY OF OXFORD

## **College Handbook 2025-26**

### **Part 1 – General Information**

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## **1. College Government and officers**

### **The Principal**

The Principal, Professor Beth Breeze has responsibility for the overall running of the College.

### **Senior Tutor**

The Senior Tutor, Dr Isabel Ruiz, 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.

### **Tutor for Graduates**

The Tutor for Graduates, Professor Robert Klassen, 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**

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 the Bursar's Office (past the Carpenter Room). Mr Manning is assisted in the Finance Office by Ms Michalina Szopinska, Ms Marie McCarthy and Ms Urtza Zumaquero Gil. 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](mailto: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 Domestic Bursar, Birgitte Surtees 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 Birgitte 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, Rick Foster 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 Emily Stone

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](mailto: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](mailto:welfare-adviser@hmc.ox.ac.uk).

### **Bursary Office & Conference Office**

Throughout term the bursary team with the support of the evening & night/weekend porters 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. The Bursary Team also look after all internal events; this includes student BOPS and society events.

### **External Conference and Events**

Throughout the vacations our conference team runs our external conferencing and events. The team is responsible for the organisation of external dinners, meetings, weddings, and conferences outside (and occasionally during) term.

### **Catering Department**

Steve Ramli-Davies – Head Chef – is responsible for the Kitchen department. He is assisted in the Kitchen by Xhevahir Gjoci as Senior Sous Chef, Obaid Afzal and Paulina Krawaczynska. Steve works

with Robert Wilson (Dining Hall Manager) 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 and Head Scout, Tracy Madden, 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](mailto:housekeeper@hmc.ox.ac.uk).

#### **Head of Maintenance**

Mark Longford is our Clerk of Works, and is supported by Nick Greehy, Christopher Bowring and Gordon Pattinson. 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](mailto:maintenance@hmc.ox.ac.uk)

#### **IT**

For IT support please contact [it-help@hmc.ox.ac.uk](mailto:it-help@hmc.ox.ac.uk)

#### **Director of Music**

Stephen Taylor is our Director of Music and is responsible for the running of the College Choir and the musical life of the College. He can be reached on [stephen.taylor@hmc.ox.ac.uk](mailto:stephen.taylor@hmc.ox.ac.uk).

#### **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](mailto:claire.macdonald@hmc.ox.ac.uk)

#### **Development Office**

The Director of Alumni Relations and Development, Lisa Smars, runs the Alumni Office which works to maintain a lifelong link between former students (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](mailto:alumni@hmc.ox.ac.uk) or visit our pages on the College's website [www.hmc.ox.ac.uk/alumni-and-supporters](http://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](mailto: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](mailto: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](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 Kate Alderson-Smith ([kate.alderson-smith@hmc.ox.ac.uk](mailto: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. The answers to all your questions and concerns start here. Kimberly 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 bookings for tutorials and events in term must come through the online booking form:

The Bursary is open Monday – Sunday, 24-hours a day

*Vacation opening hours will vary*

### **Porter**

John Carter is the Head Porter. He works weekday evenings from 3.00pm. 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.

### **Chapel**

The chapel is open from 08:30 – 20:00. It may at times be booked for private events. Please check with the Bursary if you wish to use this space.

### 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 2025/2026 are:

#### **Michaelmas Term**

Wednesday 8<sup>th</sup> October 2025 – Saturday 6<sup>th</sup> December 2025

#### **Hilary Term**

Wednesday 14<sup>th</sup> January 2026 – Saturday 14<sup>th</sup> March 2026

#### **Trinity Term**

Wednesday 22<sup>nd</sup> April 2026 – Saturday 20<sup>th</sup> June 2026

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 Matters**

### **a. Academic Conduct**

Students should refer to Part 2 of the handbook for full details of expected academic conduct.

The Academic Office communicates with students via email and students are expected to read their Oxford emails each day during term time, weekly during vacations, and respond within a reasonable timeframe. Students should also read any notices that are displayed on the Academic Office noticeboard in the lower corridor.

### **b. Collections**

Undergraduate students, graduate-entry medics, PGDips and MJur students should anticipate sitting Collections (mock written examinations) at the start of each term on Friday and Saturday of 0<sup>th</sup> week. The timetable will be circulated by the Academic Office at the start of 0<sup>th</sup> week. Students who are not able to attend must seek permission from their Tutor to be absent in the first instance. Non-attendance at Collections without permission may lead to instigation of the Academic Disciplinary Procedure.

Students will also have meetings with the Principal called Principal's Collections as below. Slots will be offered and students are expected to attend promptly.

### **c. Recognition of strong academic performance**

The College is keen to recognise students who excel in their studies. Prizes that the College awards can be found on the College website. The names of those awarded prizes are displayed on the Academic Office noticeboard in the lower corridor. Also displayed are the names of DPhil students who receive leave to supplicate for their degree.

## 6. 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).

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

## **7. 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 receive 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.

## 8. 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 a joint IT consortium which provides support for a number of colleges, including Harris Manchester. They 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 Sekyra C

SOCIT IT Office  
8 St Aldate's, Oxford, OX1 1BS  
[it-help@hmc.ox.ac.uk](mailto: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](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>.

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.

### **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](http://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](http://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](mailto: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.

## 9. Financial Matters

### Accounts

We are a small college with limited resources. In order for the College to meet its own financial commitments, it is important that all fees, battels or other amounts due 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 agreed vacation residence **must** be paid by 5.00pm on the Thursday of 7<sup>th</sup> 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 into 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 their course.

All students will be required to pay a reserve fee 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. Students who suspend study on medical or compassionate grounds will only be charged for accommodation up until the date their room is vacated'

Full details can be found in the Licence to Occupy at <https://www.hmc.ox.ac.uk/accommodation-information>.

Home and eligible EU students are reminded that applications for assessment for support by the Student Loans Company have to be made annually. **Without it, the Government will not pay the Course tuition fee, and you will be personally responsible for this**

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

### Financial Assistance Fund

The College has a small Financial Assistance 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](mailto:academic.administrator@hmc.ox.ac.uk) for further details. The Oxford Financial Assistance Fund considers applications each term. See [Oxford Financial Assistance | University of Oxford](#) for further details.

Please see <https://www.hmc.ox.ac.uk/financial-support> for full details.

## 10. 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 7:15pm 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 0<sup>th</sup> Week of each term meals will be available as follows:

Michaelmas Term 0<sup>th</sup> Week:

Dinner on Monday is not formal

Dinner on Wednesday is formal.

Hilary & Trinity Terms 0<sup>th</sup> 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**. **Please note: all booked chargeable meals not cancelled by the booking deadline, will be billed at the end of term. No meal credit will be given for a booked not attended meal which has not been cancelled by the booking deadline,**

Students are entitled to bring a guest to each meal. Additional guests may be permissible at the discretion of the Steward. These must be booked in by 2:00pm the day before.

**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 Robert Wilson, Hall Manager, 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 can 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 and used against outstanding battels balance. Any unclaimed credits will be refunded at the end of the academic year. A maximum of 16 credits per term at £3.80 per meal will be given.

The charge for additional or guest meals (including Living-out Students meals) are as follows:

Breakfast - £2.95

Lunch - £5.95

Dinner - £8.15

Sunday Brunch - £7.30

### **Guests**

Family Service Dinners - £8.15

Formal Dinners - £9.90

JCR & MCR Guest Nights - £9.90

SCR Guest Nights - £13.40

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 Robert Wilson 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 Dining Hall Manager 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 should not be used during mealtimes other than to take photos of the food.

## 11. 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) and a Mattress protector from the Housekeeper for £35. 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 (at the discretion 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](mailto:housekeeper@hmc.ox.ac.uk)).

### **a. Room Allocation Policy**

The room allocation policy has been set by the Governing Body and can be found [here](#).

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 but it is advisable to look into other options meanwhile. There is limited accommodation for graduate students: they are normally only accommodated in College in their first year (if room is available).

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. Students may request that housekeeping staff do not enter their room for up to 3 consecutive days but on the 4<sup>th</sup> 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 \(ox.ac.uk\)](https://www.harris-manchester.ac.uk/accommodation-information).

#### **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 2025/2026 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 frying 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 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 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. You are required to check your pigeon hole regularly and should endeavour to keep them clear. At the end of your time at Harris Manchester, you are responsible for updating your postal address – we will be unable to store or forward your mail.

#### **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 may not be given any keys to College rooms. 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 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.

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 have 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.

Short term parking permits (not exceeding 45 minutes) may be obtained from the Bursary for the purposes of moving in or out of College. These are valid ONLY on double yellow lines.

**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.

## 12. 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. Details of what to do in the case of the fire can be found [here and fire escape routes can be found here.](#)

**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.

All Corridors and hallways to be kept Clear of belongings and obstructions.

**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 or Emergency lighting 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.

### **13. 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.**

## **14. 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, Financial Assistance Loans and Financial Assistance 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](mailto: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 OX1 2BX 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 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>.

## 15. 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](mailto: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 [stephen.taylor@hmc.ox.ac.uk](mailto:stephen.taylor@hmc.ox.ac.uk).

## 16. Music

The College Choir rehearses on Fridays (5 to 6.30pm) and on Wednesdays (4pm to 5.30pm) 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, Stephen Taylor. 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 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 [stephen.taylor@hmc.ox.ac.uk](mailto:stephen.taylor@hmc.ox.ac.uk).

## 17. Graduate Matters

The Tutor for Graduates is Professor Robert Klassen. Graduate students who would like to make an appointment to see him should email him at [robert.klassen@education.ox.ac.uk](mailto:robert.klassen@education.ox.ac.uk). Professor Klassen and the Principal will meet with each graduate student in Trinity 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 per term until they have submitted. For information about the College and University Continuation fee please see [Continuation charges | University of Oxford](#).

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 Hollywell House kitchen.

## 18. 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](mailto:maintenance@hmc.ox.ac.uk), or to the Housekeeper on [housekeeper@hmc.ox.ac.uk](mailto: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](mailto: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](mailto:housekeeper@hmc.ox.ac.uk).

## 19. 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 \(ox.ac.uk\)](https://www.hmc.ox.ac.uk/accommodation).

### 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](mailto:tina.knowles@hmc.ox.ac.uk)), no later than Friday of 6<sup>th</sup> 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 and/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.

## **20. 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/>