

MERTON COLLEGE
HANDBOOK FOR JUNIOR MEMBERS
2011-12

The College Handbook is divided into four sections.

The **first section** contains the text of a **contract** governing the relationship between the College and its junior members and should be read in conjunction with the comparable contract provided by the University of Oxford. Junior members will be asked to confirm their acceptance of both contracts by signature when they are admitted to the College and the University.

The **second section** contains **information** about:

- (i) The status of junior members;
- (ii) The organisation and management of the College;
- (iii) Provision of an academic, financial, welfare, domestic or recreational nature made by the College for junior members, and policies and procedures that apply to dealings between the College and junior members;
- (iv) Statutory, contractual and other legal obligations that are placed on the College in its dealings with junior members.

The **third section** contains detailed **regulations** that apply to junior members in their dealings with the College, including statutory, contractual and other legal obligations.

The **fourth section** contains the text of the agreement that governs the provision of **accommodation** by the College to junior members.

Many of the regulations, agreements and undertakings contained in the College Handbook create legally binding obligations on the College and on junior members. All legal obligations are governed by English Law.

Before coming into residence at the College, junior members must sign and return a statement that they have read and understood these regulations and agreements and undertake to abide by them. All junior members should therefore read the College Handbook carefully and seek advice where necessary.

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The College Handbook is published at the College website www.merton.ox.ac.uk

The College Handbook refers to documents that are published on the University of Oxford website www.ox.ac.uk

CONTRACT BETWEEN MERTON COLLEGE AND JUNIOR MEMBERS

1. A matriculated student at the University of Oxford ('the University') is a member both of the University and of one of its constituent Colleges or Private Halls, in this case Merton College ('the College'). The two relationships are governed by separate, though interlinking, contracts. The purpose of this document is to identify the main terms of the contract which you will have with the College on acceptance of the offer of a place on a course which has been made to you. By signing and returning this document you will enter into a contract with the College (the 'College Contract') on those terms.

University and college membership

2. The continuing relationship between you and the College is linked to your continuing relationship with the University. You agree as part of the College Contract to abide by the rules and regulations of the University, as amended from time to time in the course of your studies.

3. Once you become a member of the University by matriculation, your membership of the College will be conditional upon your remaining a member of the University. If you are subjected by the University to suspension or other sanctions, the College may also impose similar or other appropriate sanctions.

4. It is not possible for all the regulations governing your relationship with the College to be reproduced here in full. Most of them will be set out in the College Handbook. The contents of these documents together with the College Statutes and Bylaws, as amended from time to time in the course of your studies, form part of the College Contract. You should read them, and any subsequent amendments made to them, in the form, whether electronic or hard copy, in which they are made available.

Undertakings by the College

Undergraduates

5. Teaching. The College will make such teaching provision for undergraduate students as it reasonably decides is necessary for their courses of study. Teaching may include tutorials, classes and seminars, and may be carried out by Tutors or other Fellows or Lecturers of the College, or by any other persons considered by the College to be suitably qualified. Teaching provision for specialist options is subject to availability and may not be provided in all cases. Given the variation in courses of study, it is not possible to specify a minimum amount of teaching for undergraduates in all subjects.

6. Library and IT facilities. The College will provide library and IT facilities in connection with your studies and on the conditions and at the times set out in the College Handbook, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College.

Graduates

7. The College will provide such support for graduate students as it reasonably decides to be necessary in connection with their pursuit of a course of studies at Oxford

Undergraduates and Graduates

8. Residential accommodation. The College will maintain a stock of residential accommodation that may be provided to you in connection with your studies and on the terms and conditions and in accordance with the procedures set out in the College Handbook, which may vary from year to year.

9. Meals. The College will provide meals on the terms and conditions set out in the College Handbook, which may vary from time to time. Reasonable notice will be given where possible of any occasions on which meals will not be available.

Undertakings by the junior member

10. You undertake to abide by the regulations of the College as set out in the College Handbook, including regulations concerning study, payment of fees and charges and residence, see paragraphs 11, 12, and 13 below. Failure to abide by these regulations may lead to the imposition of disciplinary measures, which may include suspension or expulsion. Procedures for disciplinary measures are explained in detail in the College Handbook. See also paragraph 3 above.

11. Study. You undertake to pursue satisfactorily such studies as are required of you by any Tutor, Fellow or Lecturer, or other qualified person, assigned by the College (or University as the case may be) to teach you. For this purpose, studies include the reading of materials, carrying out prescribed activities such as practicals, the completion of written work, attendance in tutorials and classes and lectures, and the sitting of University and internal College examinations.

12. Fees and charges. You undertake to pay the fees and charges due to the University and to the College which may vary from year to year and to provide any guarantee or security for the payment of such fees as the College may require. The College will collect University fees and transmit them to the University.

13. Residence. You undertake to comply with the University residence requirements.

Personal Data

14. By signing and returning this document, you agree to the collection, processing and use of individual personal data by the College for purposes connected with your studies, for the protection of health and safety whilst on College premises, and for maintenance of alumni relations and for any other lawful purposes. You also agree to the sharing by the College of such data for the same purposes with the University.

Jurisdiction

15. This contract shall be governed and construed in accordance with English Law. By signing and exchanging this document both you and the College submit to the exclusive jurisdiction of the English courts for the resolution of any disputes which may arise out of or in connection with the contract.

INFORMATION FOR JUNIOR MEMBERS

1. JUNIOR MEMBERS

1. A **junior member** is a person who has been admitted to Merton College (the College) for the purposes of attending a course of study leading to conferral of a degree in the University of Oxford (the University) or any other course of study for which College approval has been granted.

All junior members are encouraged to participate in the academic, social, cultural and recreational life of the College in the broadest sense.

2. In order to be admitted as a junior member a person:

(i) Must receive and accept a written offer from the College enrolling her or him on a course of study and

(ii) Must agree to abide by College and University Regulations and

(iii) Must matriculate as a member of the University and attend at a College Ceremony of Admission.

3. A person ceases to be a junior member when the course of study is completed or is terminated for any other reason.

4. An **undergraduate** is a junior member who is enrolled on a course of undergraduate studies at the University of Oxford.

5. A **graduate** is a junior member who is enrolled on a course of graduate studies at the University of Oxford.

6. A **second BA** student is an undergraduate who has already obtained a degree qualification at another institution, or who is deemed by the College to have equivalent academic standing. A second BA student may be dispensed from sitting the First Public Examination, thereby allowing for completion of an undergraduate degree course within two years. Such students are deemed to have 'senior status'. A second BA student has the same academic obligations as an undergraduate. However, for the purposes of residence and provision of accommodation by the College, a second BA student is normally treated as a graduate. The term 'undergraduate' in this Handbook shall be taken to include second BA students except where specifically indicated to the contrary.

7. A **visiting student** is a junior member who is not enrolled on a course of undergraduate or graduate studies at the University of Oxford.

8. An **exchange student** is a junior member who has migrated to the College from another higher studies institution in exchange with a junior member who has in turn migrated from the College to that other institution. Exchange students may be classified as being of undergraduate or graduate status, depending upon the circumstances in which they are admitted.

2. ACADEMIC CALENDAR

1. The **academic year** runs from 1 October to 30 September and is divided into three **terms**, **Michaelmas term** (autumn), **Hilary term** (spring), and **Trinity term** (summer).
2. **Full term** is of 8 weeks duration, each week commencing on Sunday. Certain subjects require undergraduates to be in residence for extended terms in some years of their degree.
3. Weeks in Full term are referred to by number, 1st week, 2nd week etc. Weeks out of Full term may also be referred to by number, 0th week, 9th week etc.
4. **College terms** commence on Thursday in 0th week and end on Saturday of 8th week.
5. Vacation periods between terms are referred to as the **Christmas vacation**, **Easter vacation** and **Long vacation** (summer).
6. College terms in academic year 2011-2012 are as follows:

Michaelmas term	6 October 2011 to 3 December 2011
Hilary term	12 January 2012 to 11 March 2012
Trinity term	19 April 2012 to 16 June 2012

3. THE GOVERNING BODY AND COLLEGE OFFICERS

1. The College is administered by its **Governing Body** which comprises the **Warden**, who chairs its meetings, and **Fellows** who are normally employees either of the College or of the University.
2. The Fellows include **Tutors**, **Research Fellows**, **College Officers** and **Professorial Fellows**.
3. The Governing Body meets three times each term and meetings in which open business is discussed are attended by the Presidents of the Junior and Middle Common Rooms¹.
4. The day-to-day affairs of the College are administered by the following College Officers, who are normally Fellows acting in a full-time or part-time capacity:
 - (i) The **Sub Warden**, who deputises for the Warden, convenes the Governing Body and administers College bylaws;
 - (ii) The **Senior Tutor**, who is responsible for the overall administration of academic business;
 - (iii) The **Principal of Postmasters**, and her or his **Deputy**, who are responsible for administering discipline among junior members;
 - (iv) The **Finance Bursar**, who is responsible for the overall administration of financial business and the **Domestic Bursar**, who is responsible for the overall administration of domestic business;

¹ See section 11 below

- (v) The **Land Agent**, who is responsible for administration of the College's estates and buildings;
- (vi) The **Dean**, who arranges supplication for degrees;
- (vii) The **Dean of Graduates**, who is responsible for pastoral care of graduates: Tutors are responsible for the pastoral care of undergraduates;
- (viii) The **Chaplain**, who is also responsible for the welfare of junior members and convenes the Student Support Committee;
- (ix) The **Librarian, who** is responsible for all aspects of the College libraries, special collections and archives, and is supported by an Assistant Librarian and an Archivist. In addition the Librarian administers the College pictures.
- (x) The **Development Director, who** is responsible for the College's Fundraising and Alumni Relations, (to include Alumni Events and Publications, the Donor Report, the Spring Newsletter and *Postmaster and the Merton Record*).
- (xi) Other College Officers, including the **Garden Master**, the **Computer Officer**, the **Senior Treasurers of the Junior Common Room and Amalgamated Clubs** and the **Adviser to Women Junior Members**.

5. The College is administered through a series of standing committees, each of them reporting to the Governing Body. Those of particular importance to junior members are:

- (i) The **Warden and Tutors' Committee**, convened by the Senior Tutor, which has authority to make and enforce regulations on all matters concerning junior members, including academic work, use of College facilities and disciplinary matters;
- (ii) The **Domestic Committee**, convened by the Sub Warden, which is responsible for oversight of the domestic management of the College, including suggestions, requests and complaints brought to it by junior members, who are represented on the Committee by the Presidents of the Junior and Middle Common Rooms.
- (iii) The **Finance Committee**, convened by the Finance Bursar, which is responsible for oversight of the financial management of the College, including charges to junior members.
- (iv) The **Joint Committee**, convened by the Senior Tutor, at which junior members may raise any matters related to the College with College Officers.

4. COLLEGE STAFF

1. The following College staff are of particular importance to junior members:

- (i) The **College Accountant** and **Bursary Clerks** are responsible for collection of fees, charges and other College bills. The **Bursary** is on the ground floor of the Finlay Building.
- (ii) The **Academic Administrator** and **Admissions Officer** are responsible for the administration of academic matters relating to junior members. The **Tutorial Office** is on the ground floor of Fellows' Quad Staircase 4.

(iii) The **Schools Liaison and Access Officer** works with schools and individuals to encourage applications and to widen access, liaises with the JCR Access Rep over junior members' involvement in these projects, and also works with the student teams for Open Days and the Admissions exercise.

(iv) The **Accommodation Manager and Housekeeper** are responsible for the administration of single accommodation provided for junior members, and ancillary services, including furnishings, equipment and cleaning. Their offices are on the ground floor of the Finlay Building.

(v) The **Conference Manager** is responsible for the booking of all term time meeting rooms within the College and arrangements for all vacation time conference business in College. The Conference Office is situated in the Finlay Building.

(vi) The **Estates Department** is responsible for repairs and maintenance of property and buildings, and the administration of couples accommodation provided for junior members. The **Estates Office** is on the first floor of the Finlay Building.

(vii) The **Steward** is responsible for the service of meals in Hall. The Steward's office is on the ground floor of the Finlay Building.

(viii) The **Bursar's Secretary** is responsible for co-ordinating all College events which are held in the College Hall the Savile Room and the Senior Common Rooms. The Bursar's Secretary's office is on the ground floor of the Finlay Building.

(ix) The **Head Porter** and **Lodge Porters** are responsible for security, issuing keys and administration of post. The main Lodge is at the entrance to the College in Merton Street. There is also a Lodge at the entrance to Holywell Buildings in Holywell Street.

(x) The **IT Managers** are responsible for administration of the College data network and computer rooms.

(xi) The Development Office is responsible for the College's Fundraising and Alumni Relations. The **Alumni Relations Manager** organises approximately thirty events per year for Old Members. The **Fundraising Officer** works with students each year on the annual Telephone Campaign and runs the College's Annual Fund. The Development Office is found on the top floor of the Finlay Building and College merchandise can also be purchased from the Development Team

(xii) The **Chapel Administrator** provides administrative support for the running of the Chapel and College Choir, including bookings for concerts, plays and other events. The Chapel Administrator's office is on the first floor of Fellows' 4, to the right of the Tutorial Office.

5. ACADEMIC SUPERVISION OF UNDERGRADUATES

1. Undergraduates will be assigned to **Directors of Studies** who have overall responsibility for the oversight of their teaching, monitoring their progress and encouraging their academic development. Where the undergraduate is on a joint course, there will be a single Director of Studies who will liaise as necessary with the other subject tutors.

2. Undergraduates will be taught by Tutors or Fellows or Lecturers employed by the College or by other persons considered by the College to be suitably qualified.

3. Tutors will set out programmes of work with reasonable amounts of time for completion both during term and during vacation periods. Oxford's undergraduate courses require that a considerable amount of study will be done in vacations both to consolidate and expand ground covered in the previous term and to prepare for the coming term. Extended essays or other academic exercises may be set. It is advised that non-academic commitments should not exceed two weeks in the shorter vacations and eight weeks in the Long Vacation. Undergraduates are also advised to plan to be able to access the books and other resources which they will need for vacation study.

4. Academic obligations of undergraduates are outline in detail in section 31. Tutors may require that undergraduates attend at:

(i) College **tutorials**, which undergraduates will normally attend with one or more other undergraduates;

(ii) College classes or seminars, in which undergraduates will be taught in larger groups;

(iii) University lectures, classes and practicals.

5. The teaching programme will vary from subject to subject and from term to term and will normally be confined to term. The College will comply with the University's teaching norms for each subject.

6. Tutors will provide prompt and suitable appraisal of all teaching assignments.

7. At the end of every term undergraduates will be provided with a questionnaire to enable comment on the teaching they have received from the College.

8. At the end of every term or when attending an Undergraduate Progress Meeting (see below) undergraduates will have an opportunity to discuss academic matters and receive a report on academic performance by their principal tutors that term from Directors of Studies. Tutorial reports are, in general, recorded and held on a web-based system called OxCORT. OxCORT reports are available for undergraduates to view on-line at <http://www.oxcort.ox.ac.uk>.

9. Undergraduates will attend once annually an **Undergraduate Progress Meeting**, that is, a formal meeting with subject Tutors in the presence of the Warden and Senior Tutor, and will receive a report on academic performance.

10. Undergraduates may be required to attend College examinations, called **Collections**, at the start of term, and will be advised by Tutors at the end of the preceding term of the subjects on which they are to be examined. Undergraduates will be notified by their Directors of Study of their results and these will be held on file in the Tutorial Office. Where appropriate, Directors of Study will propose prizes for good performance.

11. Directors of Study will advise undergraduates on options choices but it will be the individual undergraduate's responsibility to ensure that their combination of papers complies with the University's *Examination Regulations*. Each new undergraduate will be issued with a copy on arrival.

12. Undergraduates may be permitted to change their tutor for valid academic and other reasons and may expect a sympathetic response to a reasonable request to change tutorial partners. All such requests should be addressed to the Senior Tutor.

13. If undergraduates have any complaint or grievance concerning teaching arrangements or teaching staff, they may bring it to the Senior Tutor. They may also seek advice from the Academic Affairs Officer of the JCR and this will often be the most appropriate course of action in the first instance. Any complaint that is not resolved by the Senior Tutor within a reasonable timeframe may be referred to the Academic Review Committee. Any complaint that is not resolved by the College to the satisfaction of the junior member may be referred to the Office of the Independent Adjudicator which operates an independent student complaints scheme pursuant to the Higher Education Act 2004: <http://www.oiahe.org.uk>.

Undergraduates may also take a concern on academic or other matters to a tutor in their subject, the Senior Tutor, the Chaplain, the Women's Adviser or the Welfare Dean.

6. ACADEMIC SUPERVISION OF GRADUATES

1. Graduates will be assigned by the University to academic **Supervisors**, who may be Fellows of the College in some cases. Academic obligations of graduates are outlined in section 32.

2. Graduates will be assigned by the College to **College Advisers**, who, with the Dean of Graduates, may act as a first point of contact for academic and other matters.

The College Adviser will be in a position to discuss the student's academic work. This does not mean that the graduate and adviser must be members of the same Department or Faculty. The College Adviser is not in any way intended to replace the University supervisor, or to act in his or her stead and should, therefore, not be expected to give the same detailed academic guidance and direction. Thus, a College Adviser to a graduate should *not* also be the graduate's University supervisor. Rather, the intention is to provide a focal point for an individual student's relationship with the College, which nevertheless includes an academic component.

The College Adviser is expected to monitor a student's progress, to discuss the University supervisor's reports, and to be available for consultation on academic or other matters, including those issues that a student may feel unable to raise with his/her Supervisor. Advisers should, as appropriate, comment positively on students' progress, and achievements. The Adviser may wish to consult with the Dean of Graduates about any students who appear to be experiencing difficulties with their academic work, or direct students to other appropriate persons for assistance with non-academic related difficulties.

3. The College will receive a copy of reports that are prepared by Supervisors on the academic performance of graduates, and these will be reviewed by the Warden, Dean of Graduates and the relevant College Advisers, who will invite graduates to annual meetings to monitor academic performance to provide advice, if required and also to provide an opportunity for direct feedback from students.. These **Graduate Progress Meetings** are compulsory for all students who are on the first year of their current course and voluntary for students on the second or a later year of their current course. . Graduates may view and comment on their own reports via the Graduate Supervision System: <http://www.gss.ox.ac.uk/>.

4. College advisees should respond to invitations from their Advisers to meet them; if the proposed time is not suitable they should contact their Adviser to arrange an alternative time to meet. They should not hesitate to contact their College advisers outside their regular meetings and should feel free to consult other College officers as necessary, including the Dean of Graduates, the Senior Tutor, or the Academic Administrator. College advisees

should be aware that the College Adviser is *not* expected to perform the academic role of the University supervisor.

Depending on their College Adviser's field of expertise, and intellectual interests, advisees may seek academic advice from the Adviser. In addition, advisees should feel free to seek advice from the College Adviser on academic-related matters including applications for research funding, conferences and seminar attendance, publication, and career plans etc. It is particularly important that advisees should consult their College Adviser if they experience any difficulty with their University supervisor. Any matters concerning examination procedures may be discussed with the College Advisers. If students wish to raise them formally, they should do so with the Dean of Graduates or Senior Tutor.

7. UNDERGRADUATE PRIZE SCHOLARSHIPS AND PRIZES

1. Prize scholarships called **Postmasterships** and **Exhibitions** may be conferred on undergraduates.
2. Undergraduates placed in the First Class or who obtain a Distinction in the First Public Examination, or whose work is deemed to merit such acknowledgement, will be awarded a prize scholarship, normally an Exhibition in the first instance.
3. Subsequent award of a Postmastership may be made in recognition of sustained excellence, but not normally before the Trinity Term in the second year of studies.
4. Postmasterships and Exhibitions may be renewed if undergraduates have worked to a high standard.
5. Scholarship funds are credited in equal instalments at the start of each term to the recipient's '**battels**', the traditional terminology for each junior member's personal account with the College.
6. The Warden and Tutors' Committee awards prizes in the form of book tokens to undergraduates who have obtained First Class Honours in Final Honour Schools, Honour Moderations, or Distinction in Preliminary Examinations, Law Moderations, or the First BM, or have achieved the standard of Distinction. Prizes may also be awarded for distinguished work in other written examinations, including Collections. A range of subject-specific prizes are also awarded on the basis of academic merit. The College awards book tokens in recognition of University prizes awarded to undergraduates.

8. GRADUATE SCHOLARSHIPS AND PRIZES

1. Scholarships offered to graduates will vary from year to year and details will be made available in the Vacancies and Scholarships section of the College website, and in the press.
2. The College may offer up to four joint scholarships in partnership with the University's four academic divisions in the Clarendon competition. Application for these scholarships is provided for on the University graduate application form. In some years the College may offer a Ripplewood Scholarship, limited to Japanese nationals, or a Peter Braam scholarship in association with the Clarendon competition.

3. The College may offer up to eight joint scholarships to RCUK award holders or other jointly funded graduates in partnership with the University's four academic divisions, one of which may be a Jackson scholarship limited to UK nationals studying the natural sciences, one of which may be a Buckee scholarship limited to graduates studying Physics and one of which may be a Douglas Algar, Peter Braam or John Roberts scholarship.
4. The College may award up to three scholarships to candidates for the BCL or MJur or other graduate degree in Law, one of which may be a Barnett Bequest scholarship and one of which may be a Barton scholarship limited to UK nationals. Eligible candidates will be considered on the basis of their university application form.
5. The College may award up to four graduate prize scholarships each of £500 each year on the basis of academic excellence. Prize Scholars may have *dinner at High Table once a week*, in the academic year coinciding with their appointment, without charge, but they may not invite guests to these meals.
6. The College may award book tokens to graduates who have achieved a Distinction in the final public examination of a degree and book tokens in recognition of a graduate being awarded a University prize.

9. FINANCIAL ASSISTANCE FOR JUNIOR MEMBERS

Oxford Opportunity Bursaries

1. Oxford University Bursaries are payable only to junior members from the United Kingdom who embark on a course of undergraduate studies in academic year 2006-2007 and thereafter. The value of the bursary is computed with reference to residual household income as determined in the financial assessment made by the relevant Local Education Authority for the purposes of calculating entitlement to a Student Loan. The financial assessment will be provided to the University by the Local Education Authority and payment of Bursaries will be made by the College as soon as possible after assessments have been received. Further information is available at <http://www.ox.ac.uk/feesandfunding/prospectiveugrad/university/oob/>

Book grants

2. The College will make a grant of 50% of the cost of books required for academic work and approved by each junior member's Tutor or Supervisor, up to a maximum grant of £50 per annum. Book grant forms are available for downloading from the College website at http://www.merton.ox.ac.uk/currentstudents/section_specific/BookGrant_ApplicationForm.pdf and claims must be made by the Friday of the 6th Week of Trinity term. Grants will not be awarded to junior members who are out of residence for an academic year.

Photocopies from books and journals will qualify for book grant at the rate of 5p per sheet (or at a reasonable rate validated by receipts), provided that the applicant signs a declaration that the photocopies have been legally obtained within the provisions of the Copyright, Design and Patents Act 1988.

Travel grants

3. The College makes a limited number of grants to undergraduates for the purpose of travel which has an educational benefit. Travel grant forms are available for downloading from the College website at

http://www.merton.ox.ac.uk/currentstudents/section_specific/Undergraduate_Travel_Grants.pdf and claims must be made by the Friday of the 4th Week of the term preceding the proposed travel. Undergraduates who have already held an award may not apply again.

The College makes a limited number of grants from the Lancelyn Green Foundation Fund to graduates to further research into English and Classical Literature, or for travel for the purpose of research into classical studies in Greece and the adjacent countries. Applications should be made by letter to the Student Support Committee, via the Academic Administrator.

Through the generosity of an Old Mertonian an award of £2,000 p.a. has become available until 2012 to fund a language course abroad in a vacation (expected to be the Long Vacation) for one undergraduate, preferably a scientist, each year. The Travel Grant application form should be used which is available for downloading from the College website at http://www.merton.ox.ac.uk/currentstudents/section_specific/Undergraduate_Travel_Grants.pdf.

Undergraduates who have already held any of the above awards may not apply again.

Graduate research grants

4. The College will consider applications from graduates for grants towards expenses incurred in travelling in connection with their research, or any special expenses incurred during research over and above those which would normally be expected. Graduates may apply only once each year, and applicants applying for a third time in their third year will have a lower priority. Grants are not normally made to graduates who are out of fee liability. Applications for amounts in excess of £300 will normally only be considered after external assessment. Applications should also be made, where appropriate, to the relevant Department. Research grant forms are available for downloading from the College website at http://www.merton.ox.ac.uk/currentstudents/section_specific/GraduateResearch_GrantsMT2010.pdf and should be submitted to the Student Support Committee, via the Academic Administrator, by the Friday of the 4th Week of term.

The College may make a Rajiv Kapur award of £1,000 (or, exceptionally, two awards of £500) to postgraduates reading history, to cover research expenses approved by the College.

The Student Support Committee considers applications for grants to assist graduates in the completion of their theses, if they have encountered difficulties or delays beyond what would normally be expected, particularly if the thesis is likely to be submitted in a reasonably short time. Application forms are available for downloading from the College website at http://www.merton.ox.ac.uk/currentstudents/section_specific/Simms_Fund_Form_2011.pdf and should be submitted by the Friday of Week 4 of term.

The College will consider applications for a supplementary travel grant from any graduate who does not reside in College or private accommodation for approved academic reasons for at least 30 consecutive days in any academic year, and is liable to pay accommodation charges or rent during this period. The grant payable to any graduate for this purpose is £300 in any academic year. The grant is payable in addition to any research or other grants that are awarded to the graduate in the academic year. Further information and supplementary travel grant forms are available for downloading from the College website from the following webpage:

http://www.merton.ox.ac.uk/currentstudents/section_specific/SupplementaryTravelGrant.pdf.

Undergraduate research grants

5. The College is able to refund undergraduates for reasonable research expenses towards the cost of Final Honour School theses. Undergraduates should provide subject Tutors with all receipts in order to obtain reimbursement through the Senior Tutor. Research expenses

include, for example, the cost of visiting archives or otherwise obtaining research materials. Reimbursement is not made for the cost of binding or copying the thesis itself.

Clinical medical students

6. A refund up to a maximum of £200 towards the cost of items of essential equipment and laundry is made available to clinical medical students (Second BM) during the period of their course. Application forms are available for downloading from the College website at http://www.merton.ox.ac.uk/currentstudents/section_specific/MedicalEquipmentGrant.pdf and claims must be approved by the Supervisor and submitted by the Friday of the 6th Week of Trinity term.

Vacation residence grants for undergraduates

7. The College may at its discretion make grants to undergraduates for the purpose of vacation study². Undergraduates may apply to the Senior Tutor by the Monday of 5th Week of each term for the cost of College accommodation in the following vacation for the taking of examinations or for other academic purposes. Vacation study grants will not normally exceed 30 days for the duration of an undergraduate course of studies.

Hardship grants

8. The Student Support Committee is able to make loans and grants from College funds to assist junior members in unforeseen financial need. There is also a University Hardship Fund to which junior members may apply. Application forms for both funds are available from the Tutorial Office and should be submitted to the Chaplain. Home students are also eligible to apply for assistance from the Government's Access to Learning Fund. Application forms are available from the Tutorial Office and should be submitted to the Student Funding Office in the University Examination Schools. Further details are available at http://www.admin.ox.ac.uk/studentfunding/extra_support.shtml.

Master Grants

9. Limited funds are available to award grants to junior members, undergraduate or graduate, for worthy causes that are ineligible for other forms of College financial support.

Applications in writing, including a statement of the proposed use of the grant and its purpose, should be submitted to the Student Support Committee c/o the Academic Administrator by Friday of 4th Week. Awards are only given once, and not after the end of the final term.

First year biology students

10. The College will meet the fee for the mandatory field trip for first year Biologists.

10. DATA PROTECTION

1. In order to fulfil its educational, pastoral and administrative responsibilities, the College will collect and process personal data about junior members.

² See section 41 below

2. The Data Protection Act 2003 requires that such data is processed fairly and lawfully, is held securely and is kept up-to-date.
3. Data collected by the College may be passed to the University, and data collected by the University may be passed to the College.
4. The College will retain data concerning junior members after they have completed their studies, in order to provide references and transcripts, or to confirm academic attainments to employers, prospective employers, educational institutions or recognised voluntary organisations. The College would not normally disclose information to third parties without the specific consent of the data subject in each case, but may do so without seeking specific consent in the instances cited and in similar circumstances. Information will not be disclosed unless the request is made in writing.
5. College records are normally archived, but the College is not liable for any loss of data. Junior members are advised to retain any correspondence, documents or certificates issued by the College safely and securely.
6. The Data Protection Act 2003 defines 'sensitive' personal data as information about racial or ethnic origins; political opinions; religious or other beliefs; trade union membership; health; sex life; criminal allegations, proceedings or convictions.
7. The College has no need or intention to collect data about political opinions; trade union membership; sexual orientation; or religious beliefs or practices, except in so far as junior members might have volunteered information themselves, for example, because of special dietary requirements, or the need for avoiding sitting examinations on certain days but may compile and publish such summary data in order to fulfil its statutory obligations.
8. It may be necessary to process data about health, for example because of the need to ask for dispensation to miss an examination, or because of a need for special provisions to be made for certain health problems, or in cases of disability.
9. Any junior member who is concerned about the retention of sensitive data as defined by the Act on file should discuss these concerns with the college Data Protection Officer in the first instance.
10. Unless requested otherwise, the College will add relevant personal data to its alumni records, so that former junior members may receive relevant publications and information about alumni activities, events and programmes.

11. JUNIOR COMMON ROOM AND MIDDLE COMMON ROOM

1. The College has adopted a code of practice for the regulation of its **Junior Common Room (JCR)** and **Middle Common Room (MCR)**, in conformity with the Education Act 1994.
2. The JCR is an association open to all junior members of the College.
3. The MCR is an association open to graduates, and to second BA students and undergraduates who are over 25 years of age or who have been continuously engaged on a course of studies for more than three years since matriculation at the University.

4. The main objects of the JCR and MCR are to promote the interests and welfare of and social activities among junior members and to represent the interests of members to the Officers of the College.
5. Membership is free, but participation in social and other activities sponsored by the JCR and MCR may be conditional on payment of a subscription. This subscription will be charged on battels unless specific instruction to the contrary is given by the junior member to the President of the JCR or MCR.
6. The JCR and MCR have written constitutions, elect officers and hold regular meetings. A copy of the constitutions of the JCR or the MCR may be inspected on their respective websites.
7. The constitutions of the JCR and MCR contain detailed arrangements for the conduct of elections, the conduct of officers, financial management and reporting, the funding of groups and clubs, affiliation to external organisations including the Oxford University Students Union, and the handling of complaints. The implementation of these arrangements is supervised on behalf of the Governing Body of the College by the Principal of Postmasters.
8. Membership of the JCR and/or MCR is automatically granted to junior members as appropriate. Anyone who does not wish to take up membership should notify the Secretary of the JCR or MCR not later than the end of the Second Week of Michaelmas Term. Withdrawal from membership will disqualify junior members from standing for office, voting at or attending meetings of the JCR or MCR.
9. The College provides social, recreational and welfare facilities for all junior members, whether or not they are members of the JCR or MCR. These facilities include the premises in the Merton Street precinct called the Junior Common Room and Middle Common Room³, the Bar, the T S Eliot Room and the Games Room, and also the Pavilion and communal laundry, telephone and other facilities.
10. Complaints about the management of the JCR or MCR should in the first place be made to the respective Presidents, and in the event of dissatisfaction with the outcome may be referred to the Principal of Postmasters.
11. Any Fellow or Officer of the MCR may nominate a person who is not a junior member but is a member of or is associated with the University for Associate Membership of the MCR, and the Dean of Graduates and President and Treasurer of the MCR shall constitute a committee for the selection of Associated Members. Associate Members may enjoy the social facilities of the MCR but must pay a subscription and do not have any of the other rights or obligations of members of College.

12. WELFARE

1. An induction session by the College welfare team will be arranged for all new junior members at the start of the academic year.
2. Any personal problem, including any problem of an academic, financial, emotional and medical nature, can be raised as a welfare concern in the first instance. Junior members are

³ Use of the Middle Common Room is restricted to graduates, and to second BA students and undergraduates who are over 25 years of age or who have been continuously engaged on a course of studies for more than three years since matriculation at the University.

encouraged to discuss welfare concerns with any member of the College welfare team: the Chaplain, the College Nurse, the Women's Adviser, or the Welfare Dean. The JCR and MCR elect a number of welfare representatives who also provide support to junior members. Further information is available at <http://www.merton.ox.ac.uk/currentstudents/health.shtml>.

3. In addition, welfare concerns may be addressed directly to a Tutor or the Senior Tutor in the case of undergraduates, or to a College Adviser, the Dean of Graduates or the Senior Tutor in the case of graduates.

4. Concerns about harassment may be discussed with special College advisers⁴.

5. In urgent cases, College officers will endeavour to see junior members immediately or as soon as possible.

6. The College adheres to the statutory principles of privacy and respect for confidentiality, most recently defined in the Human Rights Act 1998 and the Data Protection Act 2003. Accordingly, information given in confidence by a junior member to an adviser⁵ will not generally be disclosed to others.

7. The College's duty of care for the welfare of junior members may make it necessary in certain circumstances for confidential information to be disclosed, but only to officers who need to know such information in order to exercise that care. Advisers will use their professional discretion to assess what information needs to be shared, and with whom.

8. At the outset of any consultation by a junior member, an adviser will normally explain these principles (12.6 and 12.7 above) and, if relevant, attempt to establish the extent of the confidentiality necessary in the particular case.

9. Whenever possible, consent to disclose any necessary information to other officers will be sought from a junior member. The adviser will explain why others may need to know, or why it would be helpful for other advisers to be informed and for advisers to discuss the matter; and that such third parties will also be bound by the same principles.

10. If consent is not given, the adviser will explain that, in certain circumstances, some disclosure and consequent action may be necessary because of the duty to protect the junior member or others from harm. Examples include circumstances where this or another junior member carries a serious infectious medical condition, is thought to be at risk of self-harm, has a tendency to violence, or may have committed a sexual assault.

11. In matters relating to the misuse of drugs and other banned substances, the Chaplain and College Nurse are happy to talk in confidence to any junior member. Disclosure will only be made in accordance with the exceptions outlined in paragraph 12.10 above. Confidentiality cannot be guaranteed if information concerning the misuse of drugs is disclosed to any other person.

⁴ See section 34 below

⁵ The term 'adviser' is used here to denote anyone whom a student consults for welfare advice in an official capacity, from the Peer Supporters and JCR/MCR Welfare Representatives to the College Welfare Dean, Tutors, the Chaplain, the Warden and other College officers. Medical practitioners, clergy and counsellors including those at the University Counselling Service also have their own professional guidelines.

12. Only in rare circumstances will families or nominated persons be contacted without the consent of a junior member, who would normally be informed that such contact had been made.
13. In cases of uncertainty as to whether information should be passed on, or where advisers wish to consult others without betraying confidence, they may do so by outlining the general circumstances of a case anonymously to another adviser or officer.
14. All parties must also respect privacy, including communication by electronic mail and in dealings with the press.
15. Junior members, especially those living out, have a responsibility to inform the College of changes in their circumstances likely to have a substantial effect on their ability to work or welfare.
16. College advisers may refer junior members to the University's Student Counselling Service where appropriate. Alternatively, junior members may contact the Student Counselling Service directly. Further details are published on the University website at <http://www.admin.ox.ac.uk/shw/counsersv.shtml>.
17. In cases where a junior member's ability to study is affected by health or disability the College will consider, in appropriate consultation with the relevant University authorities, what reasonable adjustments, short of intermission, might be made to enable the student to continue to benefit from the course. This might include permission to repeat a year or part of a year. If intermission is required, this will not normally be for more than year. The College will consider with the junior member what access they will require to academic facilities and guidance in order to resume the course in reasonable circumstances. The facilities and guidance need not be in Oxford.

13. MEDICAL

1. An induction session by the College Doctors and College Nurse will be arranged for all new junior members at the start of the academic year.
2. The College Nurse attends in the Surgery, Grove 1.3, Monday to Friday from 9.30 am to 12 noon and from 12.30 p.m. to 1.30 p.m, from 0th to 9th Week of term and is on call for emergencies at other times. During working hours she can be contacted by telephone, 01865 (2)76320, or email nurse@merton.ox.ac.uk. Out of hours, she can be contacted via the Lodge (01865 (2)76310).
3. The College Nurse is also available to counsel individuals, and the College has a direct link with the University Counselling Service.
4. The College Doctor, Dr Judith Bogdanor, and her partners Dr Laurence Leaver and Dr Mark O'Shea have their surgery at the Jericho Health Centre, Walton Street. Surgery hours are 8.30 a.m. to late morning and afternoons up to 5.30 p.m. Monday to Friday. Appointments should normally be made by telephone, 01865 311234. Please note that the Jericho Health Centre will accept email requests for repeat prescriptions (prescriptions@gp-k84078.nhs.uk).
5. Dr Laurence Leaver is also accessible for consultation in the Grove surgery on Tuesdays from 11.30 a.m. to 12.30 p.m, from 1st to 8th Week of term. Appointments must be made through the Jericho Health Centre (01865 311234). Merton students are also able to access the College Surgery at Oriel on Thursdays from 11.30-12.30.

6. Junior members from overseas who will be resident in the UK for a period in excess of six months are entitled to be treated under the National Health Service. However, the National Health Service may decline to treat any medical condition contracted before arrival in Oxford, so those who have such a pre-existing condition are strongly advised to ensure they have sufficient private health insurance.

7. The services of the College Dentist, Mr Le Tocq, are available to undergraduates on an emergency basis including examination and cleaning services but not further work involving extensive treatment. The dental service is available to graduates on an emergency basis only not including examination and cleaning services or further work involving extensive treatment. Students will not be treated unless they can provide evidence of College affiliation. Mr Le Tocq's practice is situated at 31 Beaumont Street, telephone Oxford 557507. In the case of Mr Le Tocq being unavailable Dr Griffiths is available to help. Dr Griffiths' practice is situated at 22 Beaumont Street, telephone Oxford 243702. Oxford Brookes have set up a dental practice based on Headington Hill Campus which is open to Oxford University students. It is called 'Studental' and further details can be found here: <http://www.studental.co.uk/>. Emergency treatment and extended work are available to both graduates and undergraduates.

14. DISABILITIES

1. All queries concerning disability issues should be addressed to the College's Disability Co-ordinator, who is the Academic Administrator.

2. The College is committed to providing equality of opportunity for junior members with disabilities.

3. Disabilities can include conditions such as dyslexia and mental health problems as well as mobility or sensory impairments.

4. In a practical way, the College helps with general welfare support, access relating to the facilities which it provides, including accommodation and dietary needs, and official requests for special examination arrangements.

5. The College works in partnership with Departments and Faculties, the University Disability Office (see www.admin.ox.ac.uk/eop/disab) and with individual junior members themselves.

6. Junior members are responsible for explaining their needs, applying for funding, using any support provided appropriately and communicating any changes in their circumstances.

7. It is not obligatory to disclose a disability but early disclosure will help the College to make the adjustments necessary to help junior members with disabilities to study effectively.

8. If disclosure is not made at the time of application, it may not be possible for the College to make accommodation arrangements in response to individual circumstances. The College may require independent verification of the special needs claimed.

9. In cases where a disability was declared through the application process both the College and University will contact junior members before they come into residence. Junior members with a disability who have not been contacted should notify the Tutorial Office.

10. Small additional funds are available to support students with special needs, especially those with visual impairments. This has been made possible through the generosity of an Old Mertonian.

11. The College may assist financially with disability related expenses incurred where other sources of funding have been exhausted.

12. Disability Equality Scheme: Merton is aware of its obligations to extend accessibility for people with disabilities. We have undertaken a services-based access audit and introduced a number of structural and procedural measures. The College's Disability Equality Scheme can be found here:

http://www.merton.ox.ac.uk/aboutmerton/section_specific/Disability%20Equality%20Scheme%2009.pdf.

We should be very pleased to receive comments and suggestions. Those of a non-academic nature should be directed to the Domestic Bursar, Mr Douglas Bamber (douglas.bamber@merton.ox.ac.uk) while those bearing on academic matters should be directed to the Senior Tutor, Dr Catherine Paxton (Catherine.paxton@merton.ox.ac.uk).

15. CHAPEL

1. Chapel services follow the rites of the Church of England, but all members of the College and their guests are welcome to attend.

2. The main Sunday service, alternately Evensong and College Eucharist, is at 5.45 p.m., and is followed by drinks in the Ante-Chapel.

3. There is also a Sunday morning service at 9.00 a.m. followed by breakfast and daily services during Full Term.

4. Full details of services can be found on the termly Chapel card and Chapel services booklet, College website and on the Chapel notice board in the Lodge.

5. The Chaplain is happy to speak in confidence with any member of the College regardless of religious affiliation concerning any matter.

6. As well as being responsible for the Chapel, the Chaplain also co-ordinates the various College welfare bodies and convenes the Student Support Committee. He is generally available to members of the College on weekdays and at weekends during Full Term.

16. ACCOMMODATION AND ANCILLARY SERVICES

1. The College owns a stock of accommodation for use by junior members. Accommodation for undergraduates (but not including second BA students) is located in Merton Street and Holywell Street and accommodation for graduates (including second BA students) is located in Holywell Street, Mansfield Road, Manor Place and St Cross Road. Accommodation for couples is provided in Iffley Road.

2. Single accommodation normally comprises a bed-sitting room.

Up to 66 units of undergraduate accommodation have en-suite toilet facilities and bath or shower rooms and 58 of these units are sets with separate bedrooms. Up to 99 units of graduate accommodation have en-suite toilet facilities and bath or shower rooms. There are communal toilet and bath or shower facilities in all other accommodations.

There are communal kitchens in most properties in Holywell Street and Manor Place, Mansfield Road and St Cross Road. There are communal kitchens in the Junior and Middle Common Rooms, otherwise in the Merton Street precinct there is only limited communal kitchen provision in 21 Merton Street and North Lodge, Rose Lane. Breakfast, lunch and dinner are available in Hall at the times specified in paragraph 20 below.

3. Couples accommodation is self-contained and comprises living room, bedroom, bathroom and kitchen.

Fixtures, furniture and furnishings

4. All accommodation is provided with lighting and is furnished with carpets, curtains, bed, desk, desk chair, arm chair, book case, chest, wardrobe or clothes hanging space and waste disposal bin (some accommodations have additional items of furniture). Single accommodation is normally heated by electric space heating controlled by the resident, but accommodation in Manor Place, Mansfield Road, St Cross Road, Grove House, 10 and 12 Holywell Street and North Lodge, Rose Lane, is centrally heated.

5. The College does not supply sheets, pillows, pillow-cases, duvets, towels, crockery, cutlery, glassware, electric kettles, and bed-side or desk lamps except where there are special needs e.g. in the case of disability.

Services

6. Single accommodation includes provision of cleaning and ancillary services. College staff will endeavour to

(i) Empty waste bins every weekday unless it is unnecessary to do so;

(ii) Clean, dust or polish furniture once each week;

(iii) Vacuum carpets once each week; and

(iv) Clean sinks, baths and showers in rooms once each week, all in accordance with cleaning schedules that are published on notice boards.

Priority will be given to cleaning communal bath and shower rooms and kitchens to maintain standards of communal hygiene. It may not be possible to maintain levels of service during periods of staff absence or where staff have only limited access, or are unable to gain access to rooms.

7. Cleaning services are not provided by the College to residents in couples accommodation.

8. All accommodation offered to junior members is connected to the University telephone and Ethernet networks, with the exception of residential properties that are let from time to time on a shorthold tenancy basis. Ethernet use and internal telephone calls within the University are free of charge. External telephone calls may be made using a prepaid phone card or account. The College does not provide handsets or computer equipment for personal use.

9. Card-operated laundry facilities are located in the basements of St Alban's Quadrangle, Staircase 3, 2 Holywell Street; and on the ground floor of Rose Lane, Staircase V. Laundry Cards are available from the Machine located in the students' post room. Initially Cards will cost £5.00 which will include a £2.50 credit. Then the card can be topped up with either £5 or £10 using the top-up machine which is also located in the post room. The cost of a wash or dry is £1.25.

10. There is one payphone in the Merton Street precinct and University network line in the laundry in Holywell Street.

11. The College will endeavour to rectify minor failures in lighting or heating services within one working day of notification and minor leaks to tap and shower heads within five working days of notification. Any defective fixtures, fittings, furniture or equipment provided by the College that pose a safety risk will be withdrawn from use immediately and the College will endeavour to replace them within five working days. The College will endeavour to rectify or replace other defective fixtures, fittings, furniture or equipment within four weeks of notification.

12. In the event of emergencies or major defects, including flooding, failure of electrical supplies, risk of electrocution and serious structural damage, the College will arrange if possible to move junior members immediately to alternative accommodation while the situation is remedied.

13. Complaints about defects in accommodation and services should be referred to the Accommodation Manager in the first instance and thereafter if required to the Domestic Bursar. Complaints about data network services should be referred to the IT Manager in the first instance.

14. Any complaint that is not resolved to the satisfaction of a junior member within a reasonable time frame may be referred to the Sub Warden as convenor of the Domestic Committee. The Sub Warden will consider the complaint and carry out such enquiries as are deemed to be appropriate in the circumstances, which may include hearings with the complainant and College Officer and College staff, and will either uphold the complaint, specifying what further action the College should take to rectify the situation, or set it aside.

15. Any complaint that is not resolved by the Domestic Committee to the satisfaction of the junior member may be referred to the Office of the Independent Adjudicator or the UUK Management Committee.

Allocation of accommodation

16. Undergraduates (excluding second BA students) are normally offered single accommodation in Merton Street precinct in their first year of studies. In subsequent years of study accommodation is allocated by ballot organised by the JCR. Students who have specific accommodation requirements on medical, disability, religious, or other grounds are given an opportunity to apply for special consideration rather than enter the ballot. The Chaplain, Disability Co-ordinator, and Senior Tutor assess each of these applications.

17. Graduates (including second BA students) are normally offered single accommodation in Holywell Street precinct or in Manor Place in their first year of study. In subsequent years of study accommodation is allocated by ballot organised by the MCR. Those who commence their first year of study later than Michaelmas term are included in the ballot. Students who have specific accommodation requirements on medical, disability, religious, or other grounds are given an opportunity to apply for special consideration rather than enter the ballot. The Chaplain, Disability Co-ordinator, and Senior Tutor assess each of these applications.

18. It is College policy to offer single accommodation to all undergraduates so far as possible for the normal duration of their studies, that is for two, three or four years. Second BA students are normally accommodated for two years only.

19. In exceptional circumstances it may not be possible to provide College accommodation to all undergraduates, for example in the event of damage to College buildings through fire, flood or other emergency.

20. It may not be possible to provide College accommodation to undergraduates returning after a period of deferral, interruption or suspension of studies on grounds of ill-health or any other grounds.

21. The College is normally able to offer single accommodation to graduates for two years of study, but, in view of the variable length of graduate courses and variable size of the College's graduate population, it is not possible to give a specific undertaking to do so. In particular, it may not be possible to offer accommodation for the first year of graduate study, especially in case of late application.

22. The College will use its best endeavours to accommodate new graduates who are required by their faculty or department to come into residence before the start of the academic year. However, the College's ability to offer accommodation is dependent upon the early, voluntary departure of graduates who are already on course, and it may be necessary to make temporary arrangements in these circumstances

23. The College will give precedence to couples moving to Oxford from other locations in allocating couples accommodation. The College does not undertake to provide couples accommodation for longer than one year and reserves the right to allocate accommodation by ballot if demand exceeds supply.

24. The College is not able to offer accommodation to families with children.

Accommodation agreement

25. Occupancy of College single accommodation by junior members is governed by the agreement published in this Handbook together with all other regulations and undertakings concerning the provision and use of accommodation that are contained in this College Handbook.

The College intends that all residents should enjoy occupancy of accommodation with as little disruption or disturbance as possible. The agreement and all other regulations relating to accommodation are intended to reflect the interests of all parties and to reflect the fact that the College is a mixed-use amenity as well as a residential community.

26. Occupancy of College couples accommodation by junior members is governed by separate agreement that will be provided by the College Land Agent.

Guest room

27. A JCR Guest Room is available for use by overnight guests of junior members, one or two persons aged 16 or over only, for a maximum of three consecutive nights. It is twin-bedded, and can be booked online via the Merton Street Lodge. A charge is payable when guests arrive.

Power and water supplies

28. The College will install residual current devices or miniature circuit breakers where possible to power supplies to College premises.
29. All portable electrical appliances that are supplied by the College for use of College members or College staff are subject to at least one safety check by a qualified electrician each year.
30. Any electrical appliance that appears to pose a safety risk may be isolated by College staff and contractors and withdrawn from use at any time, whether it is supplied by the College or otherwise.
31. Safety checks on water supplies and equipment are carried out by a qualified engineer as follows:
- Monthly temperature checks on calorifiers and outlets
 - Quarterly checks on tank fed cold water systems
 - Quarterly checks of shower heads
 - Biannual tank inspections
 - Annual test of potable drinking water outlets
 - Annual inspection of calorifiers

32. Ambient temperatures in residential accommodation are controlled by residents. All space heating is fitted with thermostatic controls and/or timers.

33. The College will endeavour to maintain water temperatures at levels required to prevent legionella infection.

Quadrangles and pathways

34. Most College quadrangles are stone paved and are kept clean and regularly sprayed with fungicide.
35. In the event of snow or icy conditions, or obstruction by leaf fall, the College will endeavour to grit or clear paved areas on the same day where possible or otherwise by the next working day.

Environmental policy

36. The College adheres where possible to the University's environmental policy which is published on the University website at <http://www.admin.ox.ac.uk/estates/environment/>.
37. The College participates in schemes to recycle waste materials, primarily glass, metals and paper and card products. The College endeavours to reduce waste and minimise purchases of environmentally harmful products and participates in schemes for their collection and safe disposal.
38. Where possible the College purchases energy-efficient supplies and installs energy-efficient equipment, including low-energy fluorescent light fittings, daylight sensors, induction hobs, and energy-efficient refrigerators, washing machines, photocopiers and computer equipment.

39. The College participates in an energy purchasing group which negotiates on behalf on the University and colleges and which endeavours to procure carbon emission-free electricity on favourable terms.

40. Recent College building work has been carried out to high standards in terms of thermal conductivity and heat recovery. Given the variegated and dispersed nature of the College's estate, and the antiquity of many of its buildings, it is difficult to install and manage environmental control systems. It is also necessary to maintain ambient temperatures to preserve the fabric, water temperatures to take account of legionella infection, and lighting to illuminate fire exits.

41. Junior members are encouraged to assist the College with the reduction in wasteful use of energy, water and supplies and to participate in recycling schemes, which are also supported and in some cases organised by the JCR and MCR Committees. The College is included in the provisions of the new law covering the Carbon Reduction Commitment (CRC). Every member of College has a part to play in reducing energy consumption and therefore our carbon output, on an ongoing basis, as the targets and penalties increase on an annual basis. Simple measures are all important, so switching off all heating and electrical appliances including computers and lighting when not required will help reduce our carbon output. A committee within College including members of MCR and JCR is being formed and the College will keep all members updated on both carbon output and measures to reduce it.

Bicycles and cars

42. Junior members who keep a bicycle in Oxford are advised to acquaint themselves with the Highway Code and to exercise due care on the City's busy and crowded streets.

43. The College accepts no responsibility for damage to or loss of bicycles and junior members are advised not to bring expensive bicycles to Oxford. All junior members are required to join the University of Oxford Cycle Registration Scheme. (details /packs are available from the Porters Lodge.)

44. Bicycles may be kept in the bicycle stores in the Old Warden's Lodgings Yard or at North Lodge, Rose Lane and in the basement of Holywell Buildings. Bicycles may not be kept in student rooms or in communal areas of the College except bicycle stores. No bicycles shall be left near or against College buildings on the south side of Merton Street as this creates difficulties for wheelchair and pushchair users.

45. Junior members are discouraged from bringing motor cars and motor cycles into Oxford because of tight traffic restrictions, the scarcity of parking places and the incidence of car crime.

46. The College accepts no responsibility for damage to or loss of cars.

47. If it is strictly necessary for a junior member to keep a car in Oxford, there are a limited number of parking spaces at the Pavilion. There is a charge of £75 per car per term plus a deposit of £10 on the entry card. Application for car parking should be made to the Estates Secretary.

48. Junior members returning to College in the following year who wish to leave fridges at their own risk over the Long Vacation should contact the present occupant of the room to which they will be moving for permission to store their fridge there from the end of Trinity Term. Fridges should be labelled with name and the room number for the new academic year. The College will dispose of unmarked fridges.

17. SECURITY

1. The Merton Street Lodge gate is locked by 11.00 p.m. in term-time and by 10.30 p.m. during vacations. The Holywell Lodge gate is locked by 11.00 p.m. Junior members are provided with access through the late gates at other times.
2. Close circuit television (CCTV) surveillance is installed on College premises to deter and detect crime and disorder. CCTV data is subject to data protection procedures and legislation.
3. Junior members are provided with room keys and house or staircase keys. Entryphone systems are installed in staircases and houses, except in Manor Place, and on staircases I, II and III in Front Quad and I in St Albans Quad which do not have staircase doors.
4. All keys are issued from the Merton Street Lodge
5. Room keys are issued to residents only and will not be issued to any other persons apart from College staff or contractors for the purposes of carrying out necessary cleaning, security and maintenance duties.
6. Cleaning rosters will be publicised on notice boards in staircases and houses. Maintenance staff will so far as possible give one day's notice if they need to visit any room. Cleaning staff may enter rooms to carry out their duties when residents are absent and maintenance and security staff may do so if necessary. Staff will keep a record of any unscheduled visits to unoccupied rooms.
7. Junior members will be issued with electronic keys that will provide access to late gates, libraries, laundries, common rooms and other communal areas. Data generated by the electronic lock system is subject to data protection procedures and legislation.
8. Junior members who have lost or mislaid keys and are unable to gain access to the College should telephone the Merton Street Lodge on Oxford 276310 or 07880 600921. Junior Members have 24 hours from the time the spare keys are issued to return the spare key/fob to the main Lodge. If that key/fob has not been returned to the main Lodge in that time the junior member in question should email the Head Porter as to the circumstances of the loss. If the Head Porter has not received an email the Head Porter will email the junior member asking for the circumstances of the loss. If no response is received after another 24 hours from the time of the Head Porters email that person will be fined in accordance with Appendix 1 Tariff of Possible Fines and this will not be refunded.
9. The main College site in Merton Street is open to the public between the hours of 2.00 a.m. and 4.00 p.m. between Monday and Friday and between the hours of 10.00 a.m. and 4.00 p.m. on Saturday and Sunday, except when the College is closed in the Easter and Christmas vacation. It is a condition of the College's premises licence that children under the age of 16 must be supervised by a responsible adult at all times when on College premises.
10. Public access is normally restricted to Front Quad, Fellows Quad, St Albans Quad, Mob Quad and the Chapel. Guided tours of the Upper Library are available from time to time. Junior members wishing to visit the Upper Library with guests during term time should contact the Librarian. Individual visits may depend upon the availability of library staff. Other College premises, gardens and grounds may be open to the public on special open days.
11. Junior members are advised that they should lock doors and shut windows to their rooms whenever they leave them and that they should not leave valuables unattended in public

places, for example, in the Hall, Common Rooms, Library, seminar rooms or in the College Sports Pavilion and Boathouse.

12. Guests of junior members are permitted to enter College up to 10.30 p.m. or later if accompanied by a member of the College. Junior members should be responsible for escorting their guests out of the College when the main gates are closed.

18. INSURANCES

Property

1. The College insures against loss and damage to property of residents caused by fire, lightning and explosion, subject to a limit of £500 per person and an excess of £50 per claim. It is the responsibility of junior members to insure their own belongings against other accidental damage, loss and theft.

2. Junior members who leave belongings in their rooms or elsewhere on College premises at any time do so at their own risk.

Personal accident

3. College insurances do not cover any personal accident suffered by junior members. Junior members may wish to insure themselves against personal accident, especially if they engage in activities of a hazardous nature, which may include sports activities (see below).

Public and products liability

4. The College is insured against liabilities to third parties in respect of accidental bodily injury, loss or damage that may arise in connection with the business of the College from the actions of junior members in the United Kingdom. These insurances do not apply with respect to activities that are not connected with the business of the College or that are of a hazardous nature, and public liability coverage is not available with respect to acts of terrorism other than through the Government scheme.

5. Junior members who are authorised to be engaged on College business in a voluntary capacity are deemed to have the status of employees for this purpose.

Sports and cultural activities

6. The College's public liability insurances provide indemnities against legal liabilities that the College may owe to participants in sports and cultural activities, spectators and others on College premises.

7. College insurances do not necessarily apply to other premises, or travelling to and from other premises, or in respect especially hazardous kinds of activity, and do not apply at all outside Great Britain, Northern Ireland, the Channel Islands and the Isle of Man. Special insurance arrangements must be arranged or confirmed by organisers and team leaders for away fixtures and especially hazardous kinds of activity.

8. As noted in paragraph 18.3 above, College insurances do not cover any personal accident suffered by junior members, nor do they apply to purely accidental injuries or injuries arising from careless, reckless or aggressive behaviour. Junior members should consider obtaining personal insurance against such contingencies, especially if they are active and frequent participants in sports.

9. Although accidental injury is an ‘occupational hazard’ for any person participating in sport, junior members have a duty of care under common law to other participants and may be held personally responsible for inflicting injury upon them. Junior members must be familiar with the regulations and procedures governing sports in which they participate, and abide by the decisions and directions of referees, umpires and College officials responsible for their regulation.

19. LIBRARIES, COMPUTER ROOMS AND SPORTS FACILITIES

Libraries⁶

1. The main College Library is in the Old Warden’s Lodgings (OWL) in Merton Street and houses collections that are maintained for undergraduate and some taught postgraduate courses of study. There are additional open-access collections and study spaces in the Lower Library in Mob Quad. Workstations are available for access to catalogues and electronic resources. All members of the college are welcome to use the library collections and study space. There is wireless internet access in both libraries and all study spaces have nearby Ethernet ports and power sockets. A photocopier is located on the ground floor of Old Warden’s Lodgings. Visits to the medieval Upper Library and research consultation of items from historic and special collections may be arranged by appointment with the Librarian. Further information is available at <http://www.merton.ox.ac.uk/aboutmerton/library7.shtml>.

2. Opening hours for College Libraries during term are as follows:

Old Warden’s Lodgings

Monday - Friday 8.30 a.m. – midnight

Saturday 8.30 a.m. – 10.00 p.m.

Sunday 10.00 a.m. – midnight

Mob Quad

8.30 a.m. – midnight

Vacation hours are posted at the end of term

Computer rooms⁷

3. Communal computer rooms for use by junior members are on the ground floor of Old Warden’s Lodgings (primarily for undergraduate use during College term), in the reference Library in Mob Quad and in the basement of Block A Holywell Buildings (for graduate use only). Further information is available at <http://mcit.merton.ox.ac.uk>

4. The Mob Quad computer room is accessible during Library hours. Other computer rooms are accessible at all times.

⁶ See also section 37 below

⁷ See also section 38 below

Sports Ground, Pavilion and Boathouse⁸

5. The Sports Ground and Pavilion are located at Manor Road. The Boathouse is in Christ Church Meadow.
6. Pitches at the Sports Ground are laid out for football, rugby, cricket, hockey and other team sports and there is a hard paved tennis court.
7. The Pavilion contains 2 squash courts and changing areas.
8. The Pavilion also contains a bar and social area which is used for JCR and other activities.
9. Use of sports facilities is administered by the Amalgamated Clubs and the Boat Club. Further information is available at <http://www.mertonjcr.org/files/public/sport/amalgas-funding-information-ht08.pdf>.
10. The Pavilion is normally open between 9.00 a.m. and 10.00 p.m. during term and by arrangement with the Groundsman during vacation periods. The squash courts are accessible by key. Keys are available from the Bursary and a deposit of £10 is required.
11. Students may use Merton College punts and kayaks on the river, according to a booking system managed by the JCR. Room keys will be taken as deposit. Returning a boat late inconveniences other users. Returning a boat after the closure of the Boathouse disturbs those living in the vicinity and risks access to the river for all Merton students. Those returning boats late may be fined in line with the standard tariffs laid out in appendix I.
12. An air-conditioned Fitness Room is available to all Junior Members. It is located in Rose Lane and has both c.v. and resistance equipment and is open from 6.00 a.m. until 10.00 p.m. Junior Members must undertake a short induction programme prior to using the facility. Induction courses are run at the beginning of each term. Rules for use of the Fitness Room are on display and must be followed at all times. Further details are available from the JCR Sports Rep.

Withdrawal of library, computer and sports facilities

13. Access to facilities may be withdrawn during maintenance, refurbishment and cleaning programmes, during stock taking, and on account of staff leave. Notice of closure will be given where possible.

20. MEALS

1. Meals are normally served to junior members in Hall at the following times, except when the College is closed in the Easter and Christmas vacation:

Breakfast	Monday to Saturday	8.15 a.m. - 9.15 a.m.
	Sunday Brunch	11.00 a.m. - 1.00 p.m.
Lunch	Monday to Friday	12.45 p.m. - 1.45 p.m. (1.30 p.m. during vacations)
	Saturday	12.45 p.m. - 1.30 p.m.
	Sunday Brunch	11.00 a.m. - 1.30 p.m. (11.30 a.m. – 12.30 p.m. during vacations)

⁸ See also section 45 below

Dinner	Monday to Friday and Sunday	Supper 6.00 p.m. - 6.15 p.m. (6.30 p.m. during vacation) Formal Hall 7.15 p.m. (during full Term only)
	Saturday	Supper 6.00 p.m. – 6.45 p.m. (6.30 p.m. during vacation)

2. Meal times may be subject to variation. In exceptional circumstances, meals may be cancelled if the Hall is required for other purposes.

3. During Long Vacation meals may be served in the Savile Room instead of in Hall.

4. Formal Hall is served at table, other meals are self-service. Gowns are worn by all members of College at Formal Hall. The dress code is jacket and tie for men.

5. The following Latin Grace is read before Formal Hall by the senior Postmaster present:

Oculi omnium in te respiciunt, Domine, tu das escam illis tempore opportuno. Aperis manum tuam et imple omne animal benedictione tua. Benedicas nobis, Deus, omnibus donis quae de tua beneficentia accepturi simus. Per Jesum Christum Dominum nostrum. Amen.

(The eyes of all wait upon thee O Lord, and thou givest them their food in due season. Thou openest thine hand, and fillest all things living with plenteousness. Bless to our use, O Lord, all these gifts, of which by thy bounty we are about to partake. Through Jesus Christ our Lord. Amen.)

6. Junior members must book for evening meals via the College website at <http://epos.merton.ox.ac.uk> using their University card.

7. New Junior members will have their meal accounts credited by £20 which will be added to their first battels bill. After that advance payments, minimum £20, may be made during normal bursary office hours, 9.00 a.m.-12.00 noon and 1.30 p.m. - 4.30 p.m. Monday to Friday. Any unused credits will be refunded on battels at the end of the course of studies.

8. During full Term booking for supper and Formal Hall must be completed by 10.00 a.m. for dinner on the same day. There are restrictions on the numbers that may book in for supper and Formal Hall.

9. During Full Term it is not necessary to book in advance for breakfast or lunch. Payment for the meal is completed by swiping the University card on the terminal in the Hall at mealtimes.

10. During all vacation periods weekday lunches and dinners must be booked by 10.00 a.m. on the same day. Weekend meals (Saturday lunch and dinner Sunday brunch and dinner) must be booked by 10.00 a.m. on the Friday before the weekend. During the long vacation there is joint dining with the SCR, details of which are announced in advance. During this period Junior members dine with members of the SCR in either the Savile Room or the Senior Common Room. Junior members are not permitted to bring guests to meals during the period which joint dining arrangements are in place for reasons of space.

11. Bookings for guest meals may be made via the College website. Up to three guests may be invited for any meal.

12. Special Guest Nights are normally held in Hall on Fridays of 2nd, 4th and 6th Weeks.

21. POST AND ELECTRONIC MAIL

1. Junior members are allocated individual mail boxes ('pigeonholes') in the Merton Street student mail room. All mail delivered by Royal Mail, mail carriers and internal mail addressed to a junior member at Merton College must be collected from the student mail room area; this includes parcels. All Recorded / Special Delivery Mail delivered by the Royal Mail will be recorded in a register in the Lodge, the Lodge staff will then notify that junior member of the arrival of this type of mail by means of email and or notification in the junior member's Pigeonhole. That junior member will then be required to sign for the item before it is released. Any Courier deliveries will be signed for by the Lodge staff and notification and or email will be placed in that junior member's Pigeonhole. This type of mail will be put in the student mail room. All junior members must be aware that the Lodge staff may ask to see identification before an item of mail may be released.
2. Any written communication from the College to a junior member who is in residence (see paragraph 26 below) will be delivered to her or his pigeonhole at the Merton Street Lodge.
3. Each junior member is allocated an electronic mail address in the domain @merton.ox.ac.uk by the University Computing Services. Written instructions concerning the activation and use of electronic mail will be issued at the start of each academic year and are available at <http://mcit.merton.ox.ac.uk>.
4. Any electronic communication from the College to a junior member who is in residence (see paragraph 26 below) will be delivered to her or his electronic mail address in the domain @merton.ox.ac.uk.

22. DEGREES

1. Information about presentation for and conferment of degrees can be obtained at http://www.merton.ox.ac.uk/alumni_and_friends/comingback.shtml.
2. The College will not enter the name of any junior member for conferment of a degree unless all accounts owing to the College have first been paid in full and all library items and any other College property have been returned.

23. ASSISTANCE WITH VISA APPLICATIONS

The University's Student Information & Advisory Service is able to assist international students applying to extend their leave to remain in the UK. For further information see http://www.ox.ac.uk/students/international_students/.

REGULATIONS APPLYING TO JUNIOR MEMBERS

24. ADHERENCE TO REGULATIONS

1. Before coming into residence, junior members must sign a declaration that they will adhere to the regulations contained in the College handbook, which will include the accommodation agreement in the case of junior members residing in College accommodation, and to the University regulations as set out in the Proctors' and Assessors' Memorandum, the Examination Regulations and elsewhere.
2. Copies of amended College regulations will be provided to junior members prior to the commencement of each academic year.
3. Amendments made to College regulations at other times will be communicated to junior members by post or by electronic mail when implemented.

25. AMENDMENTS TO REGULATIONS

1. College regulations will be reviewed at least once annually in Trinity term by the Senior Tutor, Principal of Postmasters, Bursars and other College Officers and any proposed material amendments will be discussed with the Presidents of the JCR and MCR and reviewed and approved by Warden and Tutors' Committee.
2. College regulations may be amended at the initiative of any College Officer at other times in response to changes in legislation or other material changes in circumstances and any proposed amendments will be discussed with the Presidents of the JCR and MCR and reviewed and approved by Warden and Tutors' Committee.

26. COMMUNICATION

1. Junior members must regularly check their incoming post and electronic mail.
2. Junior members must respond promptly to communications from Fellows and College staff.
3. Communications from Fellows and College staff to undergraduates during College term and graduates at any time that are delivered to College pigeonholes or sent to electronic mail addresses in the domain @merton.ox.ac.uk will be deemed to have been received after 24 hours, unless the junior member is out of residence.

27. ENFORCEMENT OF REGULATIONS

Principal of Postmasters

1. The Principal of Postmasters is responsible for general discipline among junior members, and is assisted by the Deputy Principal of Postmasters.
2. The Warden and Tutors' Committee may, in the event of the ill-health or other unavailability of the Principal of Postmasters, nominate a member of the Governing Body to act in stead. Throughout these regulations, references to the Principal of Postmasters shall include any such nominee.
3. The Principal of Postmasters and the Deputy Principal of Postmasters are empowered to impose fines up to and including £250 and to restrict access to College facilities. A guide to possible fines for some offences is listed in Appendix 1. The cost of rectifying any damage caused may be added to a fine.
4. The Principal of Postmasters may refer to the Disciplinary Committee any case which appears to warrant a more severe penalty. The Disciplinary Committee is a subcommittee of the Warden and Tutors' Committee and normally consists of the Warden (or the Warden's nominee) who shall ordinarily chair the Disciplinary Committee and four other members of the Governing Body elected by the Warden and Tutors' Committee, at least two of whom shall be tutors.
5. Misconduct related to drug misuse will be dealt with in accordance with Proctors' guidelines; see Appendix 2.
6. Junior members may make representations to the Deputy Principal of Postmasters and thereafter appeal to the Principal of Postmasters in relation to fines of less than £150. Junior members may appeal to the Disciplinary Committee against fines greater than £150 per offence, but are advised that the Principal of Postmasters or the Disciplinary Committee respectively may impose additional fines or other penalties in the event of trivial or frivolous appeals, or where the offence is believed to warrant a more severe penalty than that already imposed.
7. The Principal of Postmasters has the power, after consultation with the Senior Tutor, to suspend the right of access of a junior member from College premises and facilities with immediate effect for a fixed or indeterminate period where it is believed that the junior member may be guilty of serious misconduct and such suspension appears to be warranted. In these circumstances suspension is a precautionary and not a disciplinary sanction, and may continue during the investigation of any such allegation and any subsequent disciplinary proceedings.
8. The Principal of Postmasters or the Deputy Principal of Postmasters may order the expulsion of any non-member of the College from its premises at any time.

Other College Officers

9. The Senior Tutor is responsible for enforcement of academic regulations applying to junior members.
10. The Finance Bursar is responsible for enforcement of financial regulations applying to junior members and may impose fines for non-payment of battels.

11. The Librarian is responsible for enforcement of Library regulations and may impose fines in the event that books and other library items are not returned or are damaged by junior members.

12. The Senior Treasurer of the Amalgamated Clubs is responsible for oversight of the Amalgamated Clubs and the Senior Treasurer of the Junior Common Room is responsible for oversight of the Junior Common Room.

13. The Principal of Postmasters may enforce the collection of fines imposed by the Finance Bursar, Librarian, Senior Treasurer of the Amalgamated Clubs, or Senior Treasurer of the Junior Common Room when requested.

28. RESIDENCE

1. New undergraduates (excluding second BA students) must arrive into residence at the College by 5.00 p.m. on Monday, 3rd October 2011 and must attend a Ceremony of Admission to the College on Wednesday, 5th October at 3.30 p.m. Those who are unable to attend for any reason should advise the Academic Administrator in writing. It is possible on request for overseas undergraduates to arrive from Thursday 29th September 2011.

2. New graduates (including second BA students) must arrive into residence at the College by 5.00 p.m. on Friday, 30th September 2011 and must attend a Ceremony of Admission to the College on Monday, 3rd October at 5.00 p.m. Those who are unable to attend for any reason should advise the Academic Administrator in writing.

3. Undergraduates must reside in College or at a confirmed address in or near Oxford, normally within six miles of the City centre, for the full length of each College term, unless they have obtained the permission of the Senior Tutor to be absent, or they are unavoidably absent on grounds of ill-health or other grounds, in which case the Senior Tutor must be notified. In order for the college to be able to make plans for the use of its accommodation, the Academic Administrator must be informed if an undergraduate intends to reside in accommodation which is not College owned. This information must be provided each year no later than Friday of 3rd Week in the previous Hilary Term each year.

4. Graduates must reside in College or at a confirmed address in or near Oxford, normally within 25 miles of the City centre, unless they have applied to their Supervisor for permission to be absent and permission has been granted, or they are unavoidably absent on grounds of ill-health or other grounds. In all cases of absence, the Academic Administrator must be notified.

5. Junior members, whether resident in College accommodation or not, must complete arrival and departure cards at the Merton Street Lodge when coming into and going out of residence. A fine in accordance with Appendix 1 Tariff of Possible Fines will be imposed in the event of failure to submit an arrival or departure card. Undergraduates who are resident in College accommodation will be charged on a daily basis for periods that they are signed into residence.

6. Room keys will be issued to junior members who are resident in College accommodation only on receipt of a signed and dated arrival card. Room keys must be surrendered with a signed and dated departure card when going out of residence.

7. Junior members who are not resident in College accommodation must inform the Merton Street Lodge, the Bursary and the Tutorial Office of their current residential address and telephone number.
8. Undergraduates who wish to be absent from the College for any night in term-time should enter their names, addresses and telephone numbers in the Exeat Book in the Porters' Lodge before leaving, and must obtain a Tutor's permission and inform the Academic Administrator in writing for periods of absence of more than three consecutive nights.
9. Graduates should obtain the permission of their Supervisor for periods of absence of more than three consecutive nights and must inform the Academic Administrator in writing.
10. Junior members who have suspended their studies voluntarily with the permission of the Warden and Tutors' Committee, or have been rusticated, will not ordinarily be permitted the use of College facilities including but not confined to the Library, Hall, College Bar, JCR, Computer Rooms, Sports Pavilion, and Boathouse. Access to College to meet with College Officers or Tutors must be by prior arrangement. Junior members who are suspended will be permitted to visit friends who are junior members of Merton only in their private rooms as accompanied guests. Exceptions to this regulation will require the explicit authorisation of the Senior Tutor. Access to College facilities for junior members who have intermitted for reasons of health or disability will be determined with the Senior Tutor on going out of residence.

29. MATRICULATION AND ACADEMIC DRESS

1. New junior members must attend the University Matriculation Ceremony on Saturday, 15th October (the exact time to be confirmed), and must assemble for a College matriculation photograph in Front Quadrangle immediately prior to the Ceremony. Instructions will be issued by the Dean.
2. It is a University requirement that members of the University wear academic dress (called 'sub fusc') when attending Matriculation, examinations and presentation for degrees.⁹
3. Junior members who are prevented from attending the Matriculation Ceremony by ill-health or for any other good reason must inform the Academic Administrator in writing.

30. MEDICAL

1. On arrival in Oxford all junior members, other than those with a long-term condition or disability, are required to register (either under the National Health Service or privately) with the College Doctor, or with some other practitioner in the Oxford area.

⁹ Male junior members are required to wear a dark suit and socks, black shoes, a plain white shirt and collar with a white bow tie. Female junior members are required to wear a dark skirt or trousers, a white blouse, black tie, black stockings and shoes and, if desired, a dark coat. Candidates serving in HM Forces are permitted to wear uniform together with a gown. 'Subfusc' clothing must be worn with cap and gown, with hoods being worn by graduates at University examinations and presentations for degrees. Those reading for a second BA degree may wear a graduate gown, but when sitting examinations must wear a Commoner's gown. Visiting Students may wear a Commoner's gown.

2. Students with long-term or chronic conditions who wish to remain registered with their existing non-Oxford GPs may do so and will be treated, if required, by College or other Oxford Doctors as temporary residents.
3. Junior members intending to register, or to remain registered, with a GP other than the College Doctor must notify the College Nurse in writing prior to coming into residence, and they must provide the College Nurse with details of the GP with whom they are registered.
4. New junior members are required to complete a registration form GMS1 and medical record form, if necessary with the help of their own doctor, and return it in the envelope provided to the College Doctor, or the doctor of their choice, prior to coming into residence.

31. ACADEMIC OBLIGATIONS OF UNDERGRADUATES

1. The offer to an undergraduate of a place at the College is conditional upon studying the course which is specified in the College's offer letter.
2. No undergraduate may change a course of study without the prior consent of the relevant subject Tutors and the permission of the Warden and Tutors' Committee.¹⁰
3. All junior members are expected to devote themselves exclusively to the course of studies to which they were admitted and must not undertake any other academic or non-academic courses concurrently unless explicit permission is received from the Senior Tutor.
4. Undergraduates must apply themselves to their academic work to the satisfaction of their Tutors. Unless prevented by some urgent cause, in which case they should let the Tutor know as soon as possible, undergraduates will:
 - (i) Attend all their tutorials punctually;
 - (ii) Sit all their collections;
 - (iii) Attend annually a Progress Meeting with the Warden, Senior Tutor and their subject tutors;
 - (iv) Submit all work required of them on time and, if the work has to be read by the Tutor, legibly;
 - (v) Submit work that is of a reasonable standard, authentically their own, and with appropriate referencing if any is required;
 - (vi) Participate actively at a reasonable level in tutorials;
 - (vii) Do whatever reading and writing are required of them during vacations in order to consolidate subjects that they have already studied and/or to prepare for new subjects;

¹⁰ Junior members in receipt of fees from public funds must note the conditions laid down by Government concerning changes of course. A change may be made without loss of an award if either (i) the necessary consent is given before the start of the second year of the student's original course or (ii) the new course ends no later than the original one would have done.

(viii) Ensure that they know of any meetings that they are required to attend or of any information that they are required to supply either to their Tutor(s) or to the Tutorial Office, by checking their e-mail, their pigeon hole, and the relevant notice board as often as necessary;

(ix) Attend any such meeting, and supply any such information;

(x) Give their Tutors a reasonable amount of time to write references, to endorse applications, or to arrange tutorials for special options.

5. Undergraduates must consult their Director of Studies before undertaking paid employment or any non-academic activity including holding office in a College or University society which is likely to interfere with their academic work. Internships or other full-time employment should normally take up no longer than eight weeks of the Long Vacation unless the explicit permission of the Warden and Tutors' Committee is obtained. Undergraduates who are subject to the academic disciplinary process may be required not to take up such employment as a condition of academic probation.

6. Undergraduates in receipt of fees from public funds must work to a standard sufficient to permit the Senior Tutor to make a satisfactory annual report to the appropriate Local Education Authority. If a satisfactory report cannot be made, the renewal of fees may be refused by the Authority.

7. The College may after following the procedures for formal written warning, academic probation, referral to the Academic Review Committee, and appeal set out in Bylaw 98A, see Appendix 3, suspend, rusticate or expel an undergraduate who in its judgement is not fulfilling the academic requirements.

(i) **Suspension** means that for a specific period of time the junior member ceases to be provided with tuition by the College or to have the use of College facilities. The junior member remains a member of the University of Oxford and may still enter his or her name for its examinations as an individual, and may appear in the Class List, provided that statutable residence has been kept.

(ii) **Rustication** means that the junior member's right of access to the facilities of the College and/or the University are withdrawn, usually for a specified period or until certain conditions have been fulfilled. The junior member remains a member of the University but ceases to be formally in residence and so cannot complete the required number of statutable terms. The Vice-Chancellor and Proctors have the power to excuse from part of statutable residence any member of the University who has been prevented by illness or other reasonable cause from keeping such residence, every application for such dispensation being made through the College. 'Reasonable cause' will be considered to include having been rusticated.

(iii) **Expulsion** means that a junior member is deprived of membership both of the College and of the University and therefore loses the right to enter for University examination or take its degrees

8. Undergraduates must sit the First Public Examination in their subject at the earliest reasonable opportunity, unless they are senior status students who are exempted from sitting this examination.

9. A candidate who fails to satisfy the Moderators in his or her initial examination for the First Public Examination shall be permitted to re-enter for the First Public Examination on one further occasion (in accordance with the regulations governing the resit in that subject). The sole exception to this shall be where college academic disciplinary procedures are already

in process at the time of the first attempt, and the student has received a written warning which explicitly provides, at least four weeks before the first examination (and subject to the normal college appeal mechanism), that a specified number of failures on identified papers or other elements of the Public Examination at the first attempt will lead to termination of the student's course of study.

In the case of Honour Moderations an undergraduate who fails or who passes but fails to achieve honours may be rusticated for a period of time and required to achieve honours at the second attempt.

10. The College will normally terminate the course of a student who fails to achieve a pass mark or grade at the second attempt in any paper in the First Public Examination.

11. Undergraduates must sit the Second Public Examination in their subject at the earliest reasonable opportunity.

12. Undergraduates who fail to obtain honours in the Second Public Examination at the earliest reasonable opportunity shall normally be regarded as having terminated their course.

13. Under the University's *Examination Regulations* progression to Part II in 4-year degrees can be conditional on attainment of a minimum standard during Part I. In Physics this minimum standard has to be reached in the Part A exams at the end of the second year, whereas in other subjects progression depends on satisfying examiners over the whole of Part I.

32. ACADEMIC OBLIGATIONS OF GRADUATES

1. The offer to a graduate of a place at Merton College is conditional upon studying the course which is specified in the University's offer letter.

2. No graduate may change a course of study without the prior consent of the relevant Faculties and the permission of the Warden and Tutors' Committee.

3. Graduates are expected to apply themselves to their academic work to the satisfaction of their Supervisors.

4. Graduates must consult their Supervisors before undertaking any non-academic activity which is likely to interfere with their academic work.

5. All junior members are expected to devote themselves exclusively to the course of studies to which they were admitted and must not undertake any other academic or non-academic courses concurrently unless explicit permission is received from the Dean of Graduates. This includes Law Conversion Courses and Legal Practice Courses.

6. Graduates are required to attend a progress meeting with the Warden, Dean of Graduates and their College Advisor in their first and second year.

33. CONDUCT

1. Courteous and reasonable conduct is expected from junior members at all times, both in and out of College, and towards other members of the University, University and College staff and members of the public.
2. Junior members are held responsible for the conduct of their guests while on College premises.
3. Unreasonable or offensive conduct, including behaviour that is attributable to the influence of alcohol or illegal drugs, may be the subject of disciplinary action.
4. **Serious misconduct** by a junior member, whether committed within the College or elsewhere, renders the offender liable to appear before the Disciplinary Committee, the powers of which include requiring a junior member to reside out of College premises, imposing a fine or banning, rustivating or expelling¹¹ an offender. The Disciplinary Committee may attach such conditions as in the circumstances it sees fit to any penalty.
5. Serious Misconduct includes but is not limited to:

Violent or threatening behaviour; harassment¹²; failure to comply with the provisions of the Code of Practice on Freedom of Speech¹³; intentional or reckless damage to of property; contravention of the College's Computer Regulations¹⁴; theft, fraud or false accounting; the use of dishonest means in any examination or in fulfilling any academic obligation including but without limitation cheating in any College or faculty collection or in any University examination; producing, procuring, possessing, using or supplying illegal drugs or other dangerous substances, or allowing College premises to be used for these purposes; interference with fire prevention or any other equipment; obstructing a Fellow, College Officer, Tutor or member of staff in the proper discharge of their duty; engaging in conduct resulting in conviction for a criminal offence capable of attracting an immediate sentence of imprisonment (whether or not such a penalty is imposed); wilful or persistent contravention of College Regulations; or engaging in any other conduct which is gravely detrimental to the interests of the College.

6. Junior members who are facing criminal prosecution or have been convicted of a criminal offence capable of attracting an immediate sentence of imprisonment (whether or not such a penalty was imposed) must inform the Warden and the Principal of Postmasters.
7. Proceedings before the Disciplinary Committee are governed by Bylaw 98B of the College Bylaws, see Appendix 4.

34. HARASSMENT

1. A person subjects another to harassment where he or she engages in unwanted and unwarranted conduct which has the purpose or effect of:

(i) Violating that other's dignity, or

¹¹ See section 31.6 above

¹² See section 34 below

¹³ See section 35 below

¹⁴ See section 38 below

(ii) Creating an intimidating, hostile, degrading, humiliating or offensive environment for that other.

Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.

Acts of harassment may be unlawful. Harassment on grounds of sex, race, religion or belief, disability, sexual orientation or age may amount to unlawful discrimination. Harassment may also breach other legislation and may in some circumstances be a criminal offence e.g. under the provisions of the Protection from Harassment Act 1998.

2. The College is committed to protecting its members, employees, and any other persons for whom it has a duty of care, from harassment.

3. An isolated incident may constitute harassment, if the circumstances are found to be sufficiently serious.

4. All complaints of harassment will be subject to careful and objective evaluation of the circumstances giving rise to complaint. A complaint may not be upheld if it is found to rest solely on personal disagreement or animosity. An accusation of harassment may in some cases be potentially defamatory, and frivolous, false or vindictive accusations may themselves be held to be serious misconduct.

5. All parties involved in a complaints procedure, including the College, the complainants and other parties, must adopt the strictest level of confidentiality compatible with the operation of the procedure.

6. Any junior member who believes that she or he is a victim of harassment may submit a formal complaint to the Principal of Postmasters, and may wish to do so immediately if the circumstances are sufficiently serious, but is strongly encouraged to discuss the circumstances informally with designated advisers (see below), prior to making a formal complaint. Informal consultation is intended to encourage discussion and understanding of the problem, and in some cases may lead to its resolution without submission of a formal complaint.

7. The College has designated two senior members whose names are listed in section 47 as advisers who may be consulted informally by junior members who believe they may be victims of harassment, or who are merely seeking advice. These advisers may be approached directly, or indirectly through one of the JCR or MCR Officers or any other member of the College or other person.

8. On receipt of a formal complaint, the Principal of Postmasters may invoke the College's disciplinary procedures¹⁵ if the complaint is against a Junior Member, or refer the matter to the Sub-Warden or Domestic Bursar if the complaint is against a senior member of the College or member of College staff. This may give rise to disciplinary action against a member of the College or College employee. Complaints against persons who are not members or employees of the College may, where appropriate, be referred to the University for adjudication.

¹⁵ See section 33 above

35. FREEDOM OF SPEECH

1. It is a requirement of law that junior members observe the Code of Practice on Freedom of Speech adopted in compliance with Section 43 of the Education (no.2) Act 1986. This is reproduced in the University *Proctors' and Assessor's Memorandum*, a copy of which is provided to every junior member.

36. COMMUNAL AREAS AND FACILITIES

1. All areas of the College must be kept clean and tidy by those who use them. It is especially important that kitchens, laundries, baths, showers and lavatories are kept clean. Penalties may be imposed on any junior member littering or unreasonably soiling common rooms and other communal spaces and the grounds and gardens.

2. Junior members must not deface the quadrangles, lawns and gardens by leaving cigarette ends and litter about, or by wearing paths across the lawns.

3. Junior members must not walk on the lawns of Fellows' Quad, St Alban's Quad or Mob Quad.

4. Junior members may use the Fellows' Garden and the Holywell Gardens for work or relaxation but may not take food or drink into them, or play games there. Students may not gather in the Fellows' Garden or Holywell Gardens between 12.30pm and 6.30am without permission from the Deputy Principal of Postmasters.

5. Junior members may play croquet but no other game on the Chestnut Tree lawn during Trinity Term between the hours of 9 a.m. and 9 p.m.

6. Junior members who keep a bicycle in Oxford are reminded that it is an offence to ride a bicycle on the pavement, unless it is marked as a cycle path, or to ride a bicycle at night without lights.

7. Bicycles must not be brought into College quadrangles, houses, rooms or corridors.

8. Roller skates, roller blades and skateboards are not to be ridden in the College.

9. Junior members are not allowed to park vehicles on College premises, unless they have been allocated one of the limited number of spaces at the Sports Ground, for which a charge will be made, at present £75 per term plus a deposit of £10.

10. Junior members may neither possess nor use water pistols, water guns, water balloons, or similar objects in College. Students may not deliberately hurl, drop or project anything from a College windowbuilding, including water, particularly at members of the public.

37. LIBRARY

1. The Library is for the use of members of Merton College only, and others may not be admitted, except with the prior permission of the Librarian or when accompanied by a Fellow of the College.
2. Books may be borrowed only by members of the College when in residence. Exceptions may be granted by the Senior Tutor or by the Librarian, to whom written application should be made.
3. Atlases, Dictionaries, Law Reports, Statutes, books of reference and certain sets of journals and periodicals are confined to the Library, and may not be removed. Books marked 'Confined to the Library' may not be borrowed by junior members. All items published before 1851 are deemed to be 'Confined'.
4. Each volume borrowed must either be issued to the borrower on the computerised issue system or be signed out in legible handwriting on the self-issue slips.
5. It is an offence to remove a book from the Library without recording it on the computerised system or on an issue slip, even if the book is only taken to another part of the building, including the computer room in Old Wardens Lodgings. Those who do not record volumes they remove will be fined and, if the offence is persistent, excluded from the Library.
6. Borrowers retain full responsibility for any books that they have signed out of the Library.
7. No one may have in his or her possession more than ten College Library books at any time without the permission of the Librarian or Assistant Librarian.
8. Books borrowed from the Library must be returned by 11.45 p.m. on the day on which they are due.
9. Term-time loan periods and renewal privileges are as follows: undergraduates: 28 days, with two renewals online or by telephone; graduates: one term, with one renewal online or by telephone. Once the renewal limit is reached, books must be brought to the library and discharged before being re-borrowed. Once it is overdue, a book can only be renewed by a member of library staff. Books borrowed for a vacation must be returned or renewed on or before the Tuesday of 1st Week of the succeeding term.
10. A book may be recalled if required by another reader. See Appendix 1 Tariff of Possible Fines.
11. Fines will be charged for the late return or renewal of books and non-book material. See Appendix 1 Tariff of Possible Fines.
12. All fines must normally be paid at the Old Warden's Lodgings Library to the Assistant Librarian or Library Assistants during office hours. All fines that are not paid by the end of 9th Week of the term after which they were generated, or by the end of 9th Week of a student's final term, will be doubled and will be charged on battels.
13. Students whose books are more than a month overdue and who fail to respond to communications from the library may have their college library privileges suspended and may additionally be charged the fine normally charged for lost books. See Appendix 1.

14. Members of College going out of residence or at the end of their course must return all Library books before going down. Requests for exceptions should be directed in writing to the Senior Tutor.

15. It is a serious offence to mark or deface Library books. The replacement costs of any damaged, defaced or lost books plus administration costs will be charged to the persons responsible for the damage or loss. See Appendix 1 Tariff of Possible Fines.

16. The computers in the Library are to be used only for access to library CDs, library catalogues, journals and other electronic research resources. They may not be used for other purposes, including electronic mail, running applications or programming.

17. Hand-held document scanners may not be used in the Library.

18. No food including chewing gum, or drink, other than water in a bottle with a sports top, may be brought into the Library. Open containers of food or drink will be removed by staff immediately and discarded.

19. So far as is possible, silence should be maintained in the Library. Mobile telephones brought into the Library must be switched to silent mode. .

20. Personal possessions not needed for a reader's work may not be brought into the Library.

21. Readers' books and papers left in the Library must be covered by a signed and dated note. Items not covered by such a note or left for more than three days will be removed. The grace period for leaving books and papers in the library will be shortened in Trinity Term due to the increased demand for study space.

22. All visitors to the Upper Library must be accompanied by a Fellow of the College, or by a member of the Library staff. All visitors' bags other than small handbags must be left at the foot of the stairs; parties of more than 8 persons may be admitted only by permission of the Librarian; and visitors must not enter the bays or touch any book. Tours by College Guides are given free of charge to members of the College and up to two guests.

23. Most of the regulations applying to books should be understood to apply also to information objects in other formats (CDs, DVDs, etc.). Special borrowing periods and fine schedules may apply to items in non-printed formats. See Appendix 1 Tariff of Possible Fines.

38. COMPUTERS

1. Junior members must observe both College and University regulations governing the use of computing facilities. University regulations can be obtained from Oxford University Computing Services and are posted at <http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml>

2. The Principal of Postmasters or Deputy Principal of Postmasters may instigate disciplinary proceedings if warranted and may impose fines on, or withdraw network and computer room services from, junior members who are found to be in breach of regulations. Contravention of computer regulations may constitute serious misconduct, rendering the offender liable to appear before the College Disciplinary Committee. In some circumstances, junior members may be subject to criminal proceedings in the event of computer misuse.

3. IT facilities are provided to junior members only for academic and administrative purposes that are related to College and University activities. Junior members have no right to use IT facilities for any other purposes.
4. Junior members must not use IT facilities to access, store, print, process or transmit offensive or abusive material, or for commercial or illegal purposes.
5. Junior members are bound by the provisions of the *Copyright, Designs and Patents Act 1988*, the *Data Protection Act 2003* and the *Computer Misuse Act 1990*.
6. Duplication of software licensed to the College is forbidden.
7. The College accepts no liability for loss of data or consequential damage arising from use of IT facilities.
8. The College accepts no liability for loss of network connectivity. The College will endeavour to give at least one day's notice of withdrawal of services arising from repair or maintenance of IT facilities.
9. For network security purposes, and in order to investigate breaches of the computing regulations, the College reserves the right to monitor network access by users and restrict the use of any computer connected to the network.
10. The Computer Officer or IT Manager may suspend access to network services or computer room accounts, with or without notice as appropriate, if the integrity or security of the network is compromised, or if consumption of network resources or bandwidth is unreasonable or wasteful.

Computer rooms

11. Junior members must not install software on College computers, or change system settings or interfere with any equipment or materials that are the property of the College or its contractors. Any computer malfunction must be reported to the Computer Officer or IT Manager.
12. A College computer account may be used only by the designated user. Junior members must not divulge their passwords to other users.
13. Users must log off at the end of any session. Workstations must not be left unattended during any session. Junior members who habitually fail to log off, or leave a workstation unattended, may be barred from the system.
14. No food including chewing gum or drink may be brought into the computer rooms.
15. Personal belongings and College library books should not be left unattended in the computer rooms and may be removed by College staff.
16. IT facilities are provided for the benefit of all members of College. Users should vacate workstations promptly if required by IT staff or by other users requiring access to a specific program or facility. Complaints against unjustifiably protracted or excessive use of IT facilities should be referred to the Computer Officer or IT manager.
17. In order to regulate access, computer rooms are designated for normal use as follows:

Old Warden's Lodgings	Undergraduates (and graduates during vacation periods)
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Mob Library

Undergraduates and graduates;

Holywell Buildings Block A Graduates.

18. Playing of games or use of streaming video or audio on College computer equipment is forbidden.

Personal computer equipment

19. The College accepts no responsibility for the installation or maintenance of computer hardware and software that is not in its ownership. Junior members are personally responsible for personal computer equipment and software, and should keep it secure at all times.

20. Only persons who are members of the University of Oxford are permitted to use University network facilities. Junior members must not permit or provide access to University network facilities by persons who are not members of the University of Oxford. Junior members may be held responsible for use of College or personal computer equipment by unauthorised persons.

21. Where provided, use of an Ethernet socket in College residential accommodation is confined to the authorised resident. Only computer equipment that is registered with the College may be installed on the network.

22. Only a single Ethernet card may be connected to an Ethernet socket. The use of routers, switches or hubs is forbidden.

23. The use of wireless access points other than communal wireless access points provided by the College in any networked accommodation is forbidden.

24. All network equipment must be set to have an IP address assigned by the College DHCP Server. Static IP addresses must not be configured, and disciplinary sanctions may be applied to persons who use static IP addresses, including permanent withdrawal of College IT facilities, unless they have special reasons to do so and have first obtained the express permission of the Computer Officer.

25. Junior members may not run a games server, email server, web server or any other form of server or file/resource services on the network.

26. Junior members must install a fully licensed anti virus program on their personal computer. Operating system patches and anti virus updates must be installed as soon as they become available.

27. Junior members should seek the advice of the Computer Officer before using file sharing or port sharing P2P (peer to peer) programs, Torrent programs and film/television/music streaming/downloading services. The use of such programs may be illegal or, where legal, may be subject to regulation and restriction to prevent excessive use of bandwidth for purposes unconnected with College or University activities.

The use of VOIP programs other than Skype is forbidden. Skype must be configured in accordance with regulations laid down by Oxford University Computing Services at <http://www.oucs.ox.ac.uk/network/voip/index.xml.ID=restrictions>

28. The use of social networking sites such as Oxford Gossip, MySpace, Facebook, and YouTube, including any material posted on such websites, is subject to College discipline. Students who use university or college IT facilities in order to access such websites (even

indirectly), or in particular who post material about other members of the University on such sites, are acting in a university context and must observe all the College's and University's regulations. Further information is available from the Proctors' Office.

39. PHOTOCOPYING AND COPYRIGHT LAW

1. Junior members must ensure that photocopying and printing from the internet is carried out by them within the terms of the Copyright Designs and Patent Act 1988. If, without the authority of the copyright owner, a person copies outside the very limited "fair dealing" exceptions of the Copyright, Designs and Patents Act, 1988 (which allows copying for, amongst other things, research or private study by individuals), that person may not only be infringing copyright but be committing a criminal offence.
2. It is the duty of the licensed institution (in this case the University of Oxford and the College itself) to ensure that junior members are kept properly informed concerning photocopying and copyright law. This Regulation, together with notices that appear beside each College photocopier, constitutes information to junior members for this purpose.
3. The College, as the licensed institution, may bring disciplinary charges against any junior member who infringes photocopying and copyright law.

40. LICENSING

1. The College holds premises licences authorising licensable activities on College premises.
2. All activities on College premises are subject to College regulations, whether they are authorised by license or otherwise.
3. Licensable activities that are authorised are the supply of alcohol and late night refreshment, performances of plays, films, live and recorded music and dance.
4. College premises that are licensed are the main College site in Merton Street and the Pavilion. The Boathouse is licensed for the supply of alcohol only. All other College premises are unlicensed, including all premises in Holywell Street, Jowett Walk, Mansfield Road, St Cross Road, Manor Road and Manor Place.
5. Licensable activities may take place only at the following times:

	Merton Street	Pavilion	Boathouse
Supply of alcohol	10.00 a.m. to 12.00 midnight daily, or until 2.00 a.m. on the following day on not more than 24 occasions each calendar year subject to 10 days notice to the Licensing Authority and Police and the consent of	10.00 a.m. to 2.00 a.m. on the following day on not more than 24 occasions each calendar year subject to 10 days notice to the Licensing Authority and Police and the consent of the Police.	12 midnight to 12 midnight on the following day.

	the Police. Once every 3 years alcohol may be served throughout the night on the occasion of the College Ball subject to 3 months notice to the Licensing Authority and Police and the consent of the Police.		
Late night refreshment	11.00 p.m. to 5.00 a.m.on the following day.	11.00 p.m. to 5.00 a.m. on the following day.	
Performances of plays, films, live and recorded music and dance	12 midnight to 12 midnight on the following day. See further below for College Ball and comparable events.	12 midnight to 12 midnight on the following day.	

6. No supply of alcohol may be made by the College unless there is a Designated Premises Supervisor in post who holds a valid Personal Licence. The Designated Premises Supervisor for the time being is the Domestic Bursar.

7. Every supply of alcohol made by the College must be made by or authorised by the Designated Premises Supervisor or by a person who holds a Personal Licence.

8. Alcohol may be supplied only to members and employees of the College and their guests or to persons attending private functions or conferences or other persons in residence during vacation periods.

9. It is illegal for any person under the age of 18 to be served with alcohol by the College, or to purchase or endeavour to purchase alcohol from the College, or to consume alcohol purchased from the College on her or his behalf. However, it is permissible to serve wine, beer or cider provided with a table meal to a person aged 16 or 17, provided she or he is accompanied by an adult.

10. Alcohol supplied by the College must not be removed from College premises other than in sealed containers.

11. All external doors and windows must be kept closed other than for access and egress in all rooms in which events involving amplified music and speech are taking place.

12. Music and speech may not be relayed through external speakers without the prior consent of the Licensing Authority.

13. Fireworks or other pyrotechnics may not be deployed without the prior consent of the Licensing Authority.

14. Children under the age of 16 must be supervised by a responsible adult at all times when on College premises.

15. Where a film in the 12A, 15 or 18 categories is displayed no person appearing to be under the age of 12 and unaccompanied, 15 or 18 as appropriate may be admitted and a notice to that effect must be displayed.

16. With respect to College Balls and to any comparable events that may be approved by the College:

(i) The Ball Committee (or comparable organising committee) must give three months' notice to the Licensing Authority and the Environmental Health Office of the date for the College Ball (or comparable event).

(ii) Each Ball (or comparable event) will be subject to a noise risk assessment in accordance with the current Oxford City Council Code of Practice which must be submitted by the organising committee to the Environmental Health Office three months in advance of the date for the event.

(iii) The organising committee must invite representatives from the Licensing Authority and other relevant authorities to discuss the event one month in advance of the date for the event.

(iv) The organising committee must notify residents in the immediate vicinity two weeks in advance of the event by means of a leaflet stating dates and times and providing a telephone number and contact person to whom complaints can be directed.

(v) Any amplified music played at a College Ball or comparable event in the open air or in a marquee must cease by 3.00 a.m.

41. VACATION RESIDENCE FOR UNDERGRADUATES

1. Regulation 41 does not apply to second BA students.

2. College terms, covered by the standard accommodation charge, run from Thursday of 0th Week to Saturday of 8th Week inclusive.

3. Provided the College is not officially closed, undergraduates may return to residence from Sunday of 0th Week of each term without special permission. Rooms may not have been serviced by Sunday of 0th Week, and evening meals will not normally be available, since arrival will usually be past the deadline for meal booking.

4. Undergraduates without prior permission for vacation residence are required to vacate their rooms by 10.00 a.m. on Saturday of 8th Week in Michaelmas Term, by noon on Saturday of 8th Week in Hilary Term, and by noon on Sunday of 9th Week in Trinity Term.

5. All other vacation residence requires explicit permission and objective justification. Priority will be accorded to those sitting University Examinations and with extended terms. Other valid reasons include a requirement to be in Oxford for laboratory based projects or to research a dissertation or thesis. Vacation residence expires at 10.00 a.m. on the day of departure

6. In special circumstances, vacation residence may be approved on compassionate grounds.

7. If accommodation is available and a good case can be made, short stays to enable participation in University sport, music or other extracurricular activities may be possible.

8. Permission will not be granted to cover intervals of time before parents can collect undergraduates and their belongings. The dates of term are well-publicised and arrangements should be made accordingly.

9. Charges will be levied at the prevailing conference rate for any period of vacation residence for which permission has not been obtained.

10. The College may at its discretion make grants to undergraduates for the purpose of vacation study. Undergraduates may apply to the Senior Tutor by the Monday of 5th Week of each term for the cost of College accommodation in the following vacation for the taking of examinations or for other academic purposes. Vacation study grants will not normally exceed the cost of 30 days' accommodation during an undergraduate career.

11. Except as provided above, junior members wishing to remain in residence beyond the end of one term or to return before the beginning of the next, including those awarded or applying for vacation study grants and including candidates for University examinations during a vacation, must submit applications to the Senior Tutor by Monday of 5th Week.

12. Applications for residence during a period in the Long Vacation that is not contiguous with term should be made to the Senior Tutor by the same date. They must be supported by evidence of an approved programme of work for the requested period in the form of a letter of appointment to a suitable employment, an assignment of a laboratory project, a thesis or extended essay to be prepared for a University examination, or a detailed programme of study.

13. The application forms relating to vacation study grants and vacation will be circulated by email during 3rd Week of each term.

14. Requests, in exceptional circumstances, for any variation in an approved period of vacation residence must be the subject of a renewed application.

15. Permission for vacation residence confers no right to retain term-time rooms, which may be required for other College purposes. In particular, with the exception of those sitting University examinations, junior members housed within the main College precinct will be required to vacate their rooms by 10.00 a.m. on Saturday of 8th Week in Michaelmas Term, by noon on Saturday of 8th Week in Hilary Term, and by noon on Sunday of 9th Week in Trinity Term. Accommodation elsewhere will be allocated if rooms are available.

16. Undergraduates, except overseas students with no other address in the UK, cannot remain in residence when the College is closed, for instance at Christmas and Easter.

17. Undergraduates require the authorisation of the Senior Tutor to use the Library and Computer Rooms during vacations. This authorisation is automatic for those with vacation residence permission. Non-resident undergraduates should email the Academic Administrator, by the end of Eighth Week to request permission.

42. NOISE AND NUISANCE

1. Excessive noise is anti-social. No junior member or any other person should have to suffer from an unreasonable and avoidable disturbance.

2. The Deputy Principal of Postmasters' permission must be obtained for any gathering of more than ten persons or for any College party on College premises. Detailed regulations are set out in Appendix 4.
3. Playing musical instruments or sound systems in the open air is forbidden, except where prior permission is granted by the Principal of Postmasters.
4. In order not to disturb those wishing to work or sleep, music, whether live or reproduced, is allowed only between 1.00 p.m. and 5.00 p.m. and between 7.00 p.m. and 11.00 p.m. daily and on Sundays from 10.00 a.m. to 11.00 p.m., in any room in College except in the Music Room.
5. Music played within the permitted times must be kept to a tolerable level.
6. The Music Room must be used for musical activities only and food and drink must not be taken into it. The playing of amplified music in the Music Room is forbidden except by express permission of the Principal of Postmasters.
7. Permission must be sought from the Warden and Tutors' Committee before music or drama rehearsals or any similar activity is held in the gardens. The application should be made through the Senior Member of Merton Floats (in the case of drama) or the Principal of Postmasters (in the case of any other activity) and in all cases the Garden Master must be consulted. (Permission is likely to be withheld during times proximate to public examinations.) Performances of music and drama are activities that are regulated by the College's premises licence, see paragraph 40.
8. Junior members who have mobile phones must ensure they are switched off during tutorials, classes and lectures and at all other times when they might cause disruption, including during Formal Hall.
9. A penalty in accordance with Appendix 1 Tariff of Possible Fines will be imposed for the setting off of a fire alarm in communal kitchens between the hours of 11.00 p.m. and 6.00 a.m. Any noise caused by the use of the kitchen facilities or other communal areas for preparing or consuming food during quiet hours should be minimised.

43. SMOKING

1. Smoking is permitted in quadrangles, gardens and other external areas, but not in the proximity of doors and windows or of flammable materials or liquids.
2. Smoking is not permitted in internal areas of the College including Personal Accommodation, Hall, Chapel, Bar, Pavilion, Boathouse, Libraries, Seminar Rooms, Common Rooms and Music Rooms, Corridors, Staircases or any substantially enclosed areas (more than 50% enclosed with a roof).
3. Smoking materials must be disposed of in a safe and tidy manner in the receptacles provided.

44. HEALTH AND SAFETY

1. New junior members will be inducted in key aspects of health and safety, in particular fire safety, at the start of the academic year.
2. Junior members are expected to behave in a responsible and considerate manner and to take reasonable care to avoid injury to themselves and to others. A junior member who contravenes safety regulations or who carelessly or wilfully puts at risk the safety of any person may be subject to disciplinary action.

Accidents and emergencies

3. If any person is injured in an accident on College premises, or in case of any medical emergency, the Merton Street Lodge must be informed immediately, telephone (2)76310.
4. In case of minor injuries, the Lodge staff may summon medical assistance or administer first-aid. If the injury or medical condition is serious, the emergency services should be summoned immediately by dialling 999, giving clear instructions as to the precise location of the accident.
5. Any junior member who is involved in or witnesses an accident or potentially dangerous occurrence on College premises must record the circumstances as fully as possible in the Accident Book at the Lodge as soon as possible.
6. Any junior member who suffers from a medical condition that may require emergency medical treatment is strongly advised to inform the College Doctor or College Nurse when submitting a medical form or at any subsequent stage.

Fire safety

7. Junior members are required to familiarise themselves with the fire notices posted in their room and to attend fire drills when they are in residence. The First fire drill in Michaelmas will be announced; thereafter fire drills will be unannounced. Whenever the fire alarm sounds, except at the time of a designated test, the building must be evacuated and junior members must not return until the all clear is given by either the Lodge Porter or by the Fire Officer. It is an offence not to evacuate the building in the event of a fire alarm, even it is believed that the reason for the alarm is known.
8. It is an offence to misuse a fire extinguisher, a smoke detector, fire alarm, or any fire equipment, to obstruct a fire escape, tamper with break glass boxes, or to behave recklessly with respect to fire.
9. It is an offence to prop open fire doors or to obstruct corridors and fire exits. All corridors and escape routes must be kept clear of all items, no matter how small, at all times.
10. Any malfunctioning alarms and emergency lights or damage to fire equipment must be reported to the Merton Street Lodge and recorded in the incident book.
11. The use of candles, incense, joss sticks or other flammable materials in College rooms is prohibited. Smoking is not permitted in personal accommodation.
12. It is an offence to store or ignite flammable, hazardous or explosive substances on College premises, including but not limited to fireworks, gas cylinders, and all items of compressed air

13. Cooking and the use of microwaves, toasters and similar devices, is not permitted in any accommodation. Junior members are not permitted to bring any of the following electric appliances into College: cooking appliances (including microwaves, toasters and sandwich makers), heaters (including non-electric heaters), irons or any other appliances that may constitute a hazard.

14. Kettles must be of the automatic switch-off type.

15. Barbeques are not permitted. It is an offence to possess barbeque equipment in College premises, whether inside or adjacent to a student residence.

16. The drying of clothes on top of electric heaters constitutes a fire hazard and junior members must use the laundry facilities provided.

College buildings and equipment

17. Climbing on College buildings, including roofs, walls, ladders and scaffolding, or fire escapes unless in an emergency, is prohibited.

18. It is an offence to interfere with any tools, fixtures, equipment or materials that are the property of the College or its staff or contractors.

19. Any malfunctioning equipment including sports equipment, heating equipment, laundry equipment and computer equipment should be withdrawn from use and reported to the appropriate College Officer or to the Lodge at the first opportunity.

20. Trucks and trolleys used for the transportation of personal effects must not be removed from the premises. Junior members are advised that they use these items at their own risk. It is recommended that two people are in control of any truck or trolley when used on public pavements and roads.

21. Junior members should not enter areas of the College that have been cordoned off while building, maintenance or cleaning activities are taking place.

22. The College is an institution of considerable antiquity. Junior members should exercise due care at all times, especially when climbing or descending steps and staircases, and when traversing paths and stone paving, particularly when icy or wet.

Electrical appliances

23. Members of the College who wish to use in their rooms any mains-operated electric appliances other than those furnished by the College should have these appliances correctly wired to an undamaged plug of the safety-sleeve type and carrying BS number 1363, the cable secured in the cable clamp and a fuse of the correct rating fitted. Every appliance must carry the appropriate British Standard number or Kitemark, and flexible cables must be in good condition and not worn, perished, split, stretched or twisted.

24. Electrical appliances that are over two years old must be tested by a qualified electrician and certified as fit for use before being introduced into College. The College may at any time inspect certification or require that appliances be made available for testing by the College electrician, for which a fee may be payable. Appliances failing a safety check will not be allowed in College rooms.

25. It is an offence to interfere with electrical fittings, to connect appliances to a lighting circuit or connect multi-way adapters or extension cables to a socket outlet. Alterations or attachments may be made to the electric circuits or fittings only by the College electrician.

Firearms and other offensive weapons

26. Firearms, ammunition or other offensive weapons may not be introduced into College without the written permission of the Principal of Postmasters.

45. COLLEGE SPORTS

1. Junior members are required to familiarise themselves with the rules and safety regulations applying to any sports activities organised by the Amalgamated Clubs of Merton and Mansfield Colleges in which they participate.

2. College sports are administered by the Senior Treasurer of the Amalgamated Clubs. The Men's and Women's Captains of Boats are the team leaders for Rowing. The College Boat Club has its own constitution and has instigated special safety procedures required for water sports. The Junior Treasurer of the Amalgamated Clubs is the overall team leader for College sports other than rowing; each sport may have its own team leader in turn.

3. The sports officers will carry out risk assessments of sports activities and record their findings in writing. Junior members must be made aware of any significant risks attaching to sports in which they participate in the induction procedure.

4. Junior members must adhere to the regulations and codes of conduct applying to any sport in which they participate.

5. Captains or team leaders should be familiar with the regulations and codes of conduct promulgated the National Governing Body of the sport and should ensure that junior members have been suitably inducted before participating in it.

6. In some cases, College teams are formally affiliated to the relevant National Governing Bodies, and captains and team leaders may be affiliated in a personal capacity.

Personal fitness

7. Junior members must achieve the required level of fitness to engage in any sporting activity. Captains or team leaders should provide induction in fitness training, including warming up and warming down exercise programmes, that should be adhered to prior to and immediately after physical exertion.

8. Any junior member who suffers from a medical condition that may be aggravated by physical exercise is strongly advised to inform the captain or team leader before embarking on any training programme or fixture, so that assistance may be provided in the event of illness or injury. Such information may be kept confidential, but will be divulged to protect personal safety in the event of medical emergency.

Equipment

9. The College is responsible for maintaining the Pavilion and the sports equipment that is provided to the Amalgamated Clubs.

10. Junior members should ensure that they are familiar with the requirements for clothing and equipment applying to any sport in which they participate. They should report any defect in clothing or equipment provided by the College to the Senior Treasurer of Amalgamated Clubs as soon as it is detected.

11. The College is not responsible for personal clothing or equipment but reserves the right to debar junior members from participation in any sport if it is judged defective or inadequate.

Accidents and emergencies

12. There is an Accident Book at the College Pavilion. Irrespective of the cause, the circumstances of any non-trivial accident or near miss sustained on the premises must be recorded in the accident book by the person suffering or narrowly avoiding injury or by a witness, and the accident record returned as soon as possible to the Domestic Bursar, who has overall responsibility for health and safety within the College. This is a statutory requirement.

13. There is a first-aid kit at the College Pavilion. The captain or team leader should locate the kit, ensure it is adequately stocked and verify first-aid procedures before each fixture. If the captain or team leader is not qualified in first aid, s/he should verify whether the referee, umpire or any other person present is qualified. The Groundsman is qualified in first-aid, but may not be available to be summoned. The College Nurse, Lodge Porters and other College staff are also qualified in first-aid, but it would take time to summon them to the Sports Ground and they might not be available. First-aid will normally be administered only in relatively trivial cases of injury, or in serious cases, as a holding measure while the emergency services are summoned.

14. The telephone in the College Pavilion, or any available mobile phone, may be used to summon assistance. The captain or team leader should ensure prior to the fixture that the approach road to the Pavilion is clear for vehicular access.

15. If any person becomes ill or is injured, other than in case of minor cuts, bruises etc., arrangements should be made to accompany and transport him/her back to the College, or to the doctor's surgery or hospital as appropriate. A taxi may be summoned through the Merton Street Lodge for this purpose, if necessary.

16. In cases of serious injury or illness, the ambulance service should be summoned on 999, giving clear instructions as to the precise location of the incident, and providing a telephone contact number. No attempt should be made to move a person who is immobilised by injury, prior to the arrival of the emergency services.

17. The Senior Tutor or Academic Administrator should be advised as soon as possible in case of any serious injury or emergency.

Away fixtures

18. Most sporting activities take place in Oxford on college or University premises. In the exceptional event that any College club fixture or event is booked at a remote location, the Senior Treasurer of the Amalgamated Clubs must be consulted and the following trip registration procedures will apply.

19. The captain or team leader (who must be a person attending the event) will provide to the Senior Treasurer the following details in writing and advance:

(i) The nature of the event and an itinerary for it, including the date, time, duration and precise location (address) of the event.

(ii) Estimated times for departure and return.

(iii) Contact telephone numbers for team leader and at least one deputy, and the host if possible.

(iv) Names of all participants.

(v) Transport arrangements, including details of vehicles and drivers.

(vi) First aid arrangements.

(vii) Insurance arrangements, including transportation in private vehicles.

Fitness Room

20. An air-conditioned Fitness Room is available to all Junior Members. It is located in Rose Lane and has both c.v. and resistance equipment and is open from 6.00 a.m. until 10.00 p.m. Junior Members must undertake a short induction programme prior to using the facility. Induction courses are run at the beginning of each term. Rules for use of the Fitness Room are on display and must be followed at all times.

46. FINANCIAL

Liability for academic fees

1. Fees are payable both to the College and to the University.

College fees payable for academic year 2011-2012 are as follows:

College fees for 2011-2012:	
Publicly funded undergraduates and Home/EU PGCE	£Nil
Other undergraduates (including ELQ) and visiting students	£5,920
MBA	£3,150
EMBA	£1,575
Other graduates and BCL and MJur	£2,238

University fees for the majority of junior members *commencing studies in 2011-2012* are summarised below. Further details concerning University fees, including fees payable by junior members who are on course prior to 2011-2012, and fees payable for non-standard courses can be found on the University website at <http://www.ox.ac.uk/feesandfunding/fees/information/universityrates/>.

All queries about fee status should be addressed to the Fees Clerk in the Bursary.

University fees for courses commencing 2011-2012:		
Undergraduate courses:		
Home/EU		£3,375
Non Home/EU (not including Channel Islands and Isle of Man):		
Humanities, Mathematics and Social Sciences		£12,700
Computer, Physical, Life and Environmental Sciences, Pre Clinical Medicine and Music		£14,550
Graduate courses:		
Home/EU		£3,732
Non Home/EU (not including Channel Islands and Isle of Man):		
Humanities, Mathematics and Social Sciences and PGCE		£12,700
Computer, Physical, Life and Environmental Sciences and Music		£14,550
Clinical Medicine		£26,500
Some non standard courses (for details of other non standard courses please see http://www.ox.ac.uk/feesandfunding/fees/information/universityrates/).		
BCL/MJur	Home/EU	£10,900
	Overseas	£17,850
Development Studies MPhil, Economics for Development MSc, Forced Migration MSc	Home/EU	£13,500
	Overseas	£17,850
Economics MPhil	Home/EU	£7,000
	Overseas	£12,700
MBA		£36,300
EMBA, 2 years, including College fee, January 2011 entry		£52,000
Financial Economics MSc		£29,500

2. A publicly funded undergraduate is a resident of the United Kingdom or European Union who has completed and submitted the necessary application form to the appropriate student funding body and has been provided with a **financial assessment form** confirming eligibility to receive financial assistance from public funds. Each funding body has its own deadlines for submitting application forms and it is important that forms are submitted before these deadlines.

3. Applications for publicly funded undergraduate status can be made as follows:

Country of Residence	Form Required	Funding Body
England	PN1 (new students) PR1 (Continuing Students)	Student Finance England PO Box 210 Darlington DL1 9HJ Tel: 0845 300 50 90
Wales	PN1 (new students) PR1 (continuing students)	Local Education Authority (LEA)

Scotland	Online applications All students	The Student Awards Agency Scotland Gyleview House 3 Redheughs Rigg Edinburgh EH12 9HH. Tel: 0845 111 0243
Northern Ireland	PN1 (new students) PR1 (continuing students)	Education and Library Board (ELB)
Other EU Countries	EU10N (new students) EUPR1 (continuing students)	Department for Education and Employment, European Team Tel. (+44) (0) 141 243 3570

4. The test for deciding whether an undergraduate is eligible to receive financial assistance from public funds is based on 'ordinary residence'. Undergraduates who hold a British or EU passport but who have been resident outside the United Kingdom or European Union may not be deemed eligible.

5. Publicly funded undergraduates do not have to pay the College tuition fee. Undergraduates who are not assessed as eligible to receive financial assistance from public funds are personally liable for the College fee of £5,920 (see table of College fees above). All UK and EU undergraduates are strongly advised to make an application to the relevant funding body, irrespective of whether or not they expect to receive financial assistance or intend to take out a student loan, since the consequence of not making an application and failing to obtain a financial assessment will be to incur a personal debt of £5,920 in respect the College fee

6. Publicly funded undergraduates are personally liable for the University tuition fee of £3,375, but they may receive financial assistance from their student funding body if they have elected to be financially assessed on their application form. Publicly funded undergraduates can apply for a student loan to cover all or part of their University tuition fee. Any part of the fee not covered by a loan is payable by publicly funded undergraduates to the College acting on behalf of the University.

7. Publicly funded undergraduates must send a copy of their official financial assessment form to the Fees Clerk as soon as they receive it.

8. In cases where all or part of an undergraduate's tuition fees are paid by an LEA or similar fee paying body, the College will claim the fees due from the body concerned. However, the undergraduate is ultimately responsible for the payment of University and College fees, regardless of the amount of assistance they receive from funding bodies. Every offer of a place at the College is conditional on accepting this obligation.

Accommodation Charges

9. Charges for single accommodation are made termly in advance on the basis set out in the licence agreement.

10. Charges for undergraduate vacation residence are charged to battels in arrears.

11. Rents for couples accommodation are payable calendar monthly.

12. Charges for single accommodation payable for the academic year 2011-2012 are set out in the licence agreement.

13. Charges for couples accommodation payable for the academic year 2011-2012 are from £700 per calendar month for accommodation with one bedroom.

14. The charge for use of a guest room is £25.50 per night for the academic year 2011-2012.

Meal Charges

15. Meal charges for the academic year 2011-2012 are as follows:

Breakfast	£1.64
Lunch	£2.97
Dinner	£3.70

Electricity Charges

16. Electricity supplied to most rooms in College is measured through a separate meter. There is no charge for the first 1000 units of electricity consumed each term, but junior members will be charged for electricity consumed in excess of 1,000 units at the prevailing rate set out in the licence agreement.

17. Residents of properties that are centrally heated or whose rooms are not metered, other than residents in couples accommodation who are personally responsible for utility bills, will each be charged at the rate set out in the licence agreement.

18. Electricity is charged to battels in arrears.

Other Charges

19. Other miscellaneous items, such as JCR and MCR levies, will also be charged to battels.

Payment

20. University and College tuition fees are charged annually in advance and must be paid in full by Friday of 1st Week of Michaelmas Term.

21. Charges for accommodation and all other charges must be paid by the Friday of 1st week of each term as set out in the licence agreement. The College will accept payment by cheque, bank transfer or most debit/credit cards. Payment is deemed to take place only when clear funds are received in the College's bank account. A cheque drawn on a UK bank can take three or four days to clear and particularly when an overseas bank is involved money can take several weeks to arrive.

22. If for any reason a junior member is unable to pay fees or charges by due date, she or he must explain the reasons to the Finance Bursar in writing or by electronic mail prior to the due date.

Financial problems experienced by junior members will be treated by the College in a sympathetic and constructive fashion provided reasonable explanations are disclosed promptly to the Finance Bursar. Junior members may also discuss financial difficulties with members of the College's welfare team. Junior members who experience unforeseen financial hardship may qualify for hardship assistance from University, College or government funds.

23. Any person who fails to pay fees or charges by the due date is automatically fined (see Appendix 1 Tariff of Possible Fines), unless they have given advance notice to the Finance Bursar and obtained his express consent to late payment.

24. Where special circumstances warrant it, for example where a junior member is funded from a third party source at times that do not permit settlement of fees or charges by due date, application should be made to the Finance Bursar, who may agree to an individual payment schedule other than the standard termly one.

25. Persistent failure to pay fees or charges without reasonable explanation may be deemed to be serious misconduct.

26. Under University Examination Regulations (Appendix 1 Regulations of Financial Matters paragraph 14) it is the duty of the Finance Bursar to notify any junior member who has not paid the University tuition fee in full by the due date (see paragraph 20 above) or by the agreed date (see paragraph 24 above) that, in the event that fees due are not paid in full within four weeks of that date, he or she shall be liable for suspension from access to and facilities of the University including the Examination Schools and other places of examination from the end of the four week period until such time as outstanding fees are paid in full. A junior member may be suspended from access to and facilities of the College during any period for which he or she is suspended from access to and facilities of the University for the purposes of this regulation.

Increases in fees and charges

27. Fees and charges are normally set annually in advance immediately prior to the academic year to which they apply.

28. Increases in fees and charges will normally reflect increases in underlying costs incurred by the College and the University, and proposals to make any such increases that are at the College's discretion will be notified to and discussed with the Presidents of the JCR and MCR not later than during Trinity term preceding the date of implementation.

29. The College does not have any discretion with respect to fees and charges made by the University, and may have only limited discretion with respect to fees that are charged by the College but that are linked to general levels of funding provided to the higher education sector or other external factors.

30. The College will use its best endeavours to give the maximum possible period of notice of any proposals to make extraordinary increases in charges for accommodation and meals that reflect extraordinary increases in underlying costs or that exceed increases in underlying costs. Such proposals will where possible be notified to and discussed with the Presidents of the JCR and MCR at least twelve months before implementation.

Refunds of fees and charges

31. Junior members who wish to terminate or suspend studies must give notice in writing to the Senior Tutor, and will be invited to discuss their reasons.

32. When a course of studies is terminated or suspended, the College will refund a fair proportion of any College fees that have been paid in advance. As appropriate, the refund will be calculated:

On a time basis from the effective date of suspension or termination *or*

With reference to the proportion of course material that has been delivered by the College.

33. Refunds of University fees may be made in accordance with the prevailing policies applied by the University, which may vary from course to course.

34. Refunds of accommodation charges may be made in accordance with the provisions contained in the licence agreement.

35. Credit balances on meal cards will be refunded through battels.

47. COLLEGE OFFICERS 2011-2012

Warden:	Professor Sir Martin Taylor
Sub-Warden:	Dr Steven Gunn (until 2012)
Finance Bursar:	Mr Clifford Webb
Domestic Bursar:	Mr Douglas Bamber
Land Agent: Estates Bursar:	Mr John Gloag
Senior Tutor:	Dr Catherine Paxton
Development Director:	Ms Christine Taylor
Principal of the Postmasters:	Dr Ian Maclachlan (2011-12)
	Dr Jonathan Prag (2012-13)
	Professor Simon Hooker (2013-14)
	Professor Alex Scott (2014-15)
	Professor David Rueda (2015-16)
Deputy Principal of the Postmasters:	Mr Travers McLeod (2010-13)
Dean:	Mr Sam Eidinow
Secretary to the Harmsworth Trust:	Dr Jonathan Thacker (2011-12)
Dean of Graduates:	Professor David Paterson (MT11)
	Professor Veronique Gouverneur (HT12 & TT12)
Garden Master :	Professor Kieran Clarke
Steward of Common Room:	The Revd Dr Simon Jones
Senior Treasurer of the JCR:	Professor Simon Hooker
Senior Treasurer of the Amalgamated Clubs:	Dr Jonathan Prag
Chaplain:	The Revd Dr Simon Jones
Junior Chaplains:	The Revd Peter Anthony
	The Revd Mark Stafford
The Reed Rubin Directors of Music:	Mr Peter Phillips
	Mr Benjamin Nicholas
Computer Officer:	Mr Clifford Webb
Librarian:	Dr Julia Walworth
Research Convener:	Dr Emily Holmes
Archivist:	Mr Julian Reid
Adviser to Women Junior Members:	Dr Rhiannon Ash
Welfare Dean:	Anna Camilleri (until 2012)
Harassment Advisers to Junior Members:	Dr Michael Whitworth and
	Dr Kate Blackmon
College Advisers on Staff Harassment Policy:	Dr Catherine Paxton
	The Revd Dr Simon Jones
Three members, appointed by the College, of the Committee for the College	
Compassionate Fund:	Warden, Dr Gunn, and the Chaplain

LICENCE AGREEMENT FOR THE ACADEMIC YEAR 2011-2012

Between The Warden and Fellows of Merton College ('the College') and the Junior Member ('the Licensee')

Definitions

Accommodation A room or set of rooms to be allocated to the Licensee by the College

Accommodation Contents The fixtures, fittings and equipment in the Accommodation as specified in paragraph 16 of the College Handbook

Accommodation Period For Licensees who are undergraduates:

6 October 2011 to 3 December 2011

12 January 2012 to 10 March 2012

19 April 2012 to 16 June 2012

For Licensees who are graduates and second BA students:

1 October 2011 to 31 July 2012

Charges For the Accommodation Period:

For all Licensees who are undergraduates £2,898 for a bed sitting room or £3,069 for a set of rooms comprising sitting room and bedroom payable in 3 equal instalments in advance on or before the Payment Dates. This sum includes the price of the Services and 1,000 units of electricity supplied during each academic term. Electricity over 1,000 units supplied to the Accommodation during each academic term will in addition be charged at 8p per unit except for properties at Grove House, 10 and 12 Holywell Street, Manor Place and North Lodge, Rose Lane where a fixed charge of £17 will be payable on each Payment Date.

For all Licensees who are graduates or second BA students £4,659 payable in 3 equal instalments in advance on or before the Payment Dates. This sum includes the price of the Services and 1,000 units of electricity supplied during each academic term. Electricity over 1,000 units supplied to the Accommodation during each academic term will in addition be charged at 8p per unit except for properties at Manor Place, Mansfield Road and St Cross Road where a fixed charge of £17 will be payable on each Payment Date.

For the Vacation Period:

For all Licensees who are undergraduates £16.56 per day for a bed sitting room or £17.54 per day for a set of rooms comprising sitting room and bedroom

For Licensees who are graduates or second BA students, no charge will be made

College Merton College

College Contents	The fixtures, fittings and equipment at Merton College which are for use by Licensees but which are not allocated to the Accommodation
College Handbook	The publication entitled 'Merton College Handbook for Junior Members'
Contents	The Accommodation Contents and the College Contents
Common Parts	Any shared facility such as kitchen, bathroom, common or other room allocated to the Accommodation and those parts of Merton College's property which are necessary for the purpose of gaining access to the Accommodation
Designated Days	The days designated for cleaning of the Accommodation by College staff in accordance with the published cleaning schedules
Merton College	Merton College, Oxford, OX1 4JD and all buildings deployed by the College to accommodate junior members
Payment Dates	Friday 14 October 2011 Friday 20 January 2012 Friday 27 April 2012
Rights	(a) To occupy the Accommodation during the Accommodation Period (b) To use the Contents (c) To use the Common Parts (d) To use the Services (e) To take meals in Merton College's Hall on the basis set out in paragraph 20 of the College Handbook at the charges set out in paragraph 46 of the College Handbook
Services	(a) Repair of Merton College (b) Lighting and heating of Merton College (c) Provision of hot and cold running water to the Accommodation and/or Common Parts (d) Provision of an electricity supply to the Accommodation (e) Disposal of rubbish deposited in proper receptacles (f) Cleaning of the Accommodation and the Common Parts
Vacation Period	Any period other than the Accommodation Period

The terms 'junior member', 'undergraduate', 'graduate', 'second BA student' and 'term' will have the meanings defined in paragraphs 1 and 2 of the College Handbook.

This Agreement is not intended to confer exclusive possession on the Licensee or to create the relationship of Landlord and Tenant between the parties. The Licensee shall not be entitled to any tenancy, or to any assured shorthold or assured tenancy, or to any statutory protection under the Housing Act 1988, or to any other statutory security of tenure now or upon the determination of the Licence.

The College agrees to provide the Accommodation and the Licensee agrees to occupy the Accommodation on the conditions set out in this Agreement and in the College Handbook.

1. Obligations of the Licensee

1. To pay the Charges to the College in advance on or before the Payment Dates.
2. To check the Accommodation and Contents and report any problems to the College's Domestic Bursar within seven days of the start of the Accommodation Period.
3. To keep the Accommodation and the Accommodation Contents in a clean and tidy condition and not to damage them nor to damage the College Contents and Common Parts.
4. At the end of the Accommodation Period and, in the case of Licensees who are undergraduates, on 3 December 2011 and 10 March 2012 to leave the Accommodation in a clean and tidy condition and clear of all rubbish and personal belongings and to return to the College the keys to the Accommodation.
5. To allow the College, at reasonable times and after giving reasonable notice, to enter the Accommodation for the purpose of viewing, inspection, maintenance or repair. No notice will be given in an emergency, for routine cleaning on the Designated Days, or where the need for repair or any other matter affecting the suitability of the Accommodation for habitation was reported by the Licensee, but otherwise the College will endeavour to give seven days prior notice for planned maintenance work and twenty-four hours prior notice for other purposes.
6. To comply with all applicable legislation to avoid the actions or negligence of the Licensee having an adverse effect on the College or The University of Oxford or on the owners or occupiers of nearby property.
7. To comply with the Regulations of The University of Oxford and with the Regulations in the College Handbook.
8. To report to the Accommodation Manager any damage or want of repair at the College or failure of the Services as soon as reasonably practicable and in any event within twenty four hours of becoming aware of it.
9. To pay to the College all costs reasonably incurred in enforcing the Licensee's obligations in this agreement or arising from a breach of them including an administration charge of £30 and compound interest at the rate of 2% above the prevailing UK base interest rate for each day payment of Charges is overdue.
10. Promptly to send to the College's Domestic Bursar a copy of any communication the Licensee receives which is likely to affect the College or the Accommodation.
11. Not to alter, add to or do anything which may cause damage to the electrical installation or equipment in Merton College or which may be a fire risk or in any other way put the health and safety or security of others or the College's or other people's property. Any portable electrical appliance must comply with the Regulations contained in the College Handbook paragraph 44. The Licensee must within three days of request either provide a safety certificate for, or remove from the College, any appliance which in the College's reasonable opinion is unsafe, otherwise the College may remove it without further notice to the Licensee, charge any storage costs to the Licensee, and return it to the Licensee at the end of the Accommodation Period.
12. If the Accommodation is on the ground or first floor, not to leave the Accommodation unoccupied without first closing and locking the window and not at any time to leave the Accommodation unoccupied without locking the door, and not to leave open any door to the

Common Parts or any door or gate providing access to Merton College (other than those at the main entrances to Merton College adjacent to the Porter's Lodge).

13. To comply with the University of Oxford's environmental policy (available at <http://www.admin.ox.ac.uk/estates/environment/index.shtml>) and in particular to take reasonable steps to avoid wasting fuel by turning off lights and electrical equipment when not in use, or water and to participate in any waste recycling schemes operated by the College or by others.

14. Not to put anything harmful, or which is likely to cause blockage, in any pipes or drains.

15. Not to remove from, affix to, change, damage or attempt to repair the structure or decorative finish of any part of Merton College or the Contents.

16. Not to bring additional furniture into Merton College without the prior written consent of the College's Domestic Bursar. Sofas, inflatable mattresses, hammocks, futons or any portable beds are not permitted.

17. Not to use the Accommodation for any purpose other than as a study bedroom, or as a study and a bedroom where the Accommodation is a set of rooms.

18. Not to share the use of the Accommodation or allow any person to use it or sleep in it. Occasional overnight visitors are permitted to reside in guest rooms on the conditions set out in the College Handbook paragraph 16. Unaccompanied visitors will not be admitted to Merton College after 10.30 p.m. or before 7.30 a.m.

19. Not to cause any nuisance, offence, disruption, harassment or persistent disturbance to others.

20. Not to add to or change the telephone services or the information technology services installation to the Accommodation.

21. Not to bring into Merton College any animal unless it is an aid for a person with a disability. The junior member is requested to notify the College's Domestic Bursar in advance if an assistance animal is needed at Merton College, as adjustments may need to be made to accommodate it. Licensees will be responsible for the proper care and control of assistance animals and any damage or nuisance which an animal causes.

22. Not to keep any vehicle or vehicle parts in any part of Merton College other than bicycles in the designated cycle storage areas, or mobility assistance vehicles, and not to ride or drive any vehicle in Merton College unless it is a mobility assistance vehicle. Users of mobility assistance vehicles are requested to contact the College's Domestic Bursar in advance as the College may need to make reasonable adjustments to accommodate it without imposing any obligation on the College if the vehicle cannot reasonably be accommodated.

23. Not to cause any obstruction of the Common Parts.

24. Where the Licensee becomes aware of damage to the College caused by an intruder, to report the incident to the Porter's Lodge immediately or as soon as reasonably practicable.

2. Obligations of the College

1. To provide the Services, subject to regulations and undertakings in the College's Handbook paragraph 16 which include reporting procedures and response times for repairs, details of

arrangements for refuse collection and expected clearance times for ice, snow and leaves from Merton College grounds.

2. Except in the case of an emergency or serious disrepair, for disrepair reported by the Licensee or other matter preventing the Accommodation from being used and for cleaning on designated days to give the Licensee at least seven days' notice prior to entering the Accommodation during term-time.

3. Not to interrupt the Licensee's use of the Accommodation more than is reasonably necessary.

4. Not to disclose personal information obtained from the Licensee except as permitted by clause 3.2 of this agreement or where there is serious risk of harm to the Licensee or to others or the College's property.

5. To make available to the Licensee for inspection where necessary by prior arrangement with the College's Domestic Bursar the College's risk assessments with respect to Merton College, the Accommodation and/or Common Parts and the College's Portable Appliance Testing procedures. The Universities UK Code of Practice for the Management of Student Housing is available at <http://www.universitiesuk.ac.uk/acop/>.

6. To give a receipt for any of the Licensee's property which is removed under the terms of this agreement.

7. To ensure security staff are clearly identified, and that any member of staff or contractor requiring access to the Accommodation carries and allows the Licensee to inspect appropriate identification documents.

8. To maintain any kitchen facilities provided for the use of the Licensee in good order and repair, and keep any equipment there in proper working order.

9. To ensure clear and appropriate instructions for use are given for any equipment which the Licensee needs to operate in the College.

3. Other conditions

1. The Licensee is responsible for the conduct of any person invited by her or him to the Accommodation or the College.

2. The Licensee hereby authorises the College to use her or his personal data for all lawful purposes in connection with this agreement including debt recovery, crime prevention and all matters arising from the Licensee's membership of the College and The University of Oxford.

3. The College's liability for loss or damage to person or property is excluded unless the loss or damage is caused by the College's negligence or breach of its obligations in this agreement and personal belongings left at the College are at the Licensee's own risk.

4. The College is not liable to repair any damage caused by the Licensee unless the cost is met by insurance or by the Licensee any excess on the policy being payable by the Licensee. This clause shall not apply where the College has an overriding statutory obligation to make the College safe.

5. The College may temporarily suspend use of the Common Parts if they are not kept in a clean and tidy condition by the Licensees using them

6. This agreement does not affect the disciplinary powers of the College or of the University of Oxford (see <http://www.admin.ox.ac.uk/statutes/regulations/#disc>).

7. The College is entitled, at the Licensee's expense, to remove from the Accommodation or the Common Parts any article which constitutes an obstruction or a fire or health or safety risk but unless perishable will if requested return it to the Licensee on the termination of this agreement. The College is further entitled, at the Licensee's expense, to remove any item left in College by the Licensee at the end of the Accommodation Period. The College shall not be obliged to return any item to the Licensee but shall be entitled to dispose of it in any way that the College thinks fit whether the item has value or not. Should any such item have value and be sold the Licensee agrees to the College retaining the proceeds of sale for the College's use.

8. Save in the case of emergency notices under this agreement must be in writing. Notices other than notice to terminate this agreement given to the College's Domestic Bursar may be given by email. Notices in writing given to the Licensee will be placed in the Licensee's mail box in the Merton Street Lodge. If the College has reason to believe that such notice will not come to the Licensee's notice within seven days notice will also be sent by post to the home address given to the College by the Licensee. Where the address is within the United Kingdom service shall be deemed to be effected seven days after posting whether received or not.

9. This agreement is not intended to confer any benefit to anyone who is not party to it.

10. This agreement and the policies referred to in it and in the College Handbook contains all the terms agreed to by the College and the Licensee at the time it comes into effect and any variation to the terms will only be effective if agreed between the Licensee and the College's Domestic Bursar. The College will confirm any agreed variation to the Licensee in writing at the time the variation is made.

4. Termination of this Licence agreement

1. Unless the Licensee has made arrangements with the College's Domestic Bursar for late arrival this Accommodation agreement will automatically terminate if the Licensee has not taken up residence by the first day of the Accommodation Period.

2. The College may terminate this Licence agreement at any time if:

(a) Any payment is overdue by 21 days or more unless the Licensee has secured the permission of the College's Domestic Bursar to defer payment in accordance with the procedures described in paragraph 46 of the College Handbook or

(b) The Licensee is in serious or persistent breach of any of his or her obligations in this agreement or

(c) The Licensee does not have status as a junior member of the College or as a member of the University of Oxford or

(d) In the reasonable opinion of the College the health or behaviour of the Licensee constitutes a serious risk to herself or himself or others or the College's or other people's property

3. The Licensee may only terminate this tenancy agreement in accordance with this clause, and will remain liable for the Charges until:

(a) The Licensee has given four weeks' notice to the College's Domestic Bursar that she or he wishes to leave and

(b) The Licensee makes payment for, or puts right, to the College's reasonable satisfaction any breach of his or her obligations in this Agreement.

4. If this Agreement is terminated by either the College or the Licensee the College will refund a fair proportion of pre-paid Charges (after making any proper deductions to cover its losses) as soon as possible after the termination becomes effective.

5. The College reserves the right to relocate the Licensee to comparable alternative accommodation where it is reasonable to do so but unless the reason for relocation is because the junior member is in breach of one or more of their obligations in this tenancy agreement the junior member will have the right to terminate this Agreement without having to comply with the conditions in clause 4.3 as an alternative to relocating.

6. The College's acceptance of the keys at any time shall not in itself be effective to terminate this Agreement.

5. Accommodation during the Vacation Period

1. Undergraduates may reside in their Accommodation during the Vacation Period only on the terms described in paragraph 41 of the College Handbook.

2. Graduates and second BA students may reside in their Accommodation during the Vacation Period on condition they apply in writing to and obtain the express permission of the College's Domestic Bursar four weeks before the commencement of the Vacation Period.

If departing during the vacation period, the date of departure should be advised at the earliest possible time to the Accommodation Manager by email.

3. The College reserves the right to allocate alternative Accommodation for the purpose of residence during the Vacation Period.

4. The College does not undertake to make the Accommodation clean and serviceable prior to the first day of each Accommodation Period.

5. Charges for periods of residence during the Vacation Period will be payable on the next Payment Date or on or before 30 September in the year they are incurred if later.

APPENDIX 1

TARIFF OF POSSIBLE FINES

Keys (see 17 Security)

Loss of room key, electronic fob or any other key which is the junior member's responsibility, or failure to return room key on request or on departure £75

Obtaining an unauthorised copy of a key or providing a key for use by an unauthorised person £75

Library (see Regulation 37)

Overdue books 10p per day per volume accruing to a maximum of £2 per volume for late return or renewal; 50p per volume for ignoring a recall notice, plus £5 (more at discretion of Librarian) if two recall notices are ignored. 50p a day for overdue DVDs. Fines that are not paid by the end of 9th week of the term after which they were incurred will be doubled and charged on battels.

Damage to and loss of books Fine of £40 or estimated cost of replacement if higher.

Infringement of other library rules £30 and up depending on circumstances

Computer misuse (see Regulation 38) £30 and up depending on circumstances

Battels

Late payment (see Regulation 46) £30 plus interest 2% above UK base rate on the final battels

Bounced cheques £30

Failure to complete an arrival/departure card (see Regulation 28) £30

Disciplinary

Excessive noise/disturbance and unauthorised parties (see Regulation 42) £30-£75 depending on severity

Smoking in areas designated as £30

non-smoking
(see Regulation 43)

Health and safety and fire safety breaches £30- £250 depending on severity
e.g. letting off fire alarms in a non emergency situation, failure to evacuate a building when the fire alarm sounds, storing hazardous substances on College property including fireworks, gas and compressed air cylinders, burning candles, cooking (including toasting) in all areas except designated kitchens, unauthorised barbeques (see Regulation 44)

Damage to College rooms, premises, grounds, Property, including littering and soiling £30- £250 depending on severity plus costs

The above list of fines should be regarded as illustrative only, not definitive. The amounts may also be varied depending on aggravating or mitigating circumstances.

The Principal of Postmasters and Deputy Principal of Postmasters have discretion to exact other penalties in addition to or instead of fines.

In serious cases, the Principal of Postmasters will refer the case to the Disciplinary Committee if it appears that a penalty in excess of £250 is likely to be called for.

APPENDIX 2

THE PROCTORS' OFFICE

Guidelines on Dealing with Drug Misuse

The use of specified drugs is illegal within the UK, and is inimical to the University's primary objectives of the pursuit of academic study and research. The presence of drugs within the University community is detrimental to the welfare of its members generally, and will not be tolerated. Taking illegal substances, including so-called 'soft' drugs, has a rapid and serious effect on academic study, and is likely to lead to long-term health problems. Although addiction to drugs is sometimes curable, it is often not, and therapy is a prolonged, expensive and specialised treatment, which is certainly disruptive. There are secondary but very real health risks such as exposure to infection with hepatitis, and AIDS. The University also recognises its duty to take firm action to protect people who may be affected or put at risk drug misuse by other people, such as through dealing and supplying, or from the anti-social behaviour consequent upon misuse. The Colleges and the University are forbidden by law knowingly to allow drug misuse to take place on their premises. Students should be aware that the pastoral and disciplinary frameworks for action set out below, apply to activities within a 'University context' which under the University Statutes is defined as activities on University or College premises; in the course of University activity within or outside Oxford, whether academic, sporting, social, cultural, or other'. **The Pastoral Framework**

One step with which anyone who has become involved with drugs needs to take is to recognise that a problem exists. The University and its constituent Colleges also recognise the need to provide appropriate support to students needing help. A variety of sources of help is available. All consultations will be treated in strict confidence subject to the provisions of the law.

1. **Advice** is available at both college and University level. **Colleges** will supply details of persons within the College (e.g. College Advisers, Chaplain), to whom individuals might turn for advice. **The University Counselling Service** provides a source of confidential counselling outside the College context. **OUSU's Student Advice Service** will assist students in finding appropriate support.

2. **Medical Help.** One practical way to start the process of recovery is to recognise the medical issues, and to seek help, from a college doctor, who will be able to provide medical help, and will be bound by the conventions of medical confidentiality. Self-referral to The Ley Clinic at Sandy Croft, Sandy Lane, Yarnton, could be considered. Free and confidential advice can be obtained from LIBRA (01865 749800), or from the National Drugs Helpline (0870 776600), and other contacts are available at <http://www.drugs.gov.uk>. **The Disciplinary Framework**

Those involved with drugs should be aware, however, that the University and its constituent Colleges must operate within the framework of national legislation. This is reflected in the University Statutes. Statute XI, section 2.(1)(k) makes it a disciplinary offence for members of the University intentionally or recklessly to use, offer, sell, or give to any person drugs, the possession or use of which is illegal.

Personal use of drugs. Students found using illegal drugs within their own Colleges or in College-owned accommodation will be subject to the provisions of their College's disciplinary code. Students found using illegal drugs in another College or on University premises will be referred to the Proctors. In the case of use of Class C drugs such as cannabis, the University and its constituent Colleges, on the advice of the local police, will normally on the occasion of the first offence, issue formal warnings, together with such conditions (such as drugs counselling) as they think appropriate to enable the student to address the problem. A

record will be made of such formal warnings. Disciplinary action (e.g. a fine) may be appropriate at this stage, depending on the circumstances. Further offences, or failure to address the problem, will lead to more serious disciplinary action. In the case of Class A and B drugs (e.g. heroin, amphetamine sulphate, LSD, cocaine, crack, ecstasy), the University or College authorities will as a matter of policy report suspects to the local police, and will consider suspending the student while police and court proceedings take place. The University Statutes provide that if a student has been convicted of a criminal offence of such seriousness that a term of imprisonment might have been imposed (whether or not such a sentence was in fact imposed upon the student member), then the Proctors may refer the case to the Student Disciplinary Panel. The Disciplinary Panel has the power to expel student members.

Supplying and dealing in drugs will be treated severely. Those suspected of dealing in any drugs (including cannabis) can expect to be referred to the local police. Students should be aware that 'dealing' includes supplying drugs to others irrespective of whether payment is made. Suspension while police and court proceedings take place will be considered, and criminal convictions may be treated as indicated above.

23 February 2004

[amended 22 May 2007]

APPENDIX 3

BYLAW 98A ON ACADEMIC DISCIPLINE

1. Junior members must:
 - attend all tutorials and classes punctually;
 - complete the work set to a standard that is commensurate with their ability and by the deadlines that their tutors prescribe;
 - sit such collections as their tutors prescribe, and achieve in them a standard that is commensurate with their ability.

Disciplinary Offences

2. The use of dishonest means in any examination or in fulfilling any academic obligation is a serious disciplinary offence. If a junior member is alleged or is suspected to have committed such an offence, the procedures set out at Bylaw 98B shall apply.

Warning

3. If in the opinion of any of his tutors a junior member is in breach of any of the academic obligations under (1) above, his director of studies will normally in the first instance remind him informally of these obligations. Should the breach be serious or persistent, the director of studies shall specify the shortcomings in writing and issue a formal written warning that failure to rectify them will result in the invoking of probation, the breach of whose terms could, after subsequent reference to the Academic Review Committee, lead to severe penalties including expulsion from the College. The junior member will be given the opportunity to put his case and to draw attention to any mitigating circumstances that may apply.
4. The director of studies' specification of shortcomings and written warning and any representations made by the junior member will be placed on file and reported in writing to the Senior Tutor, who will ensure that the junior member understands what is required of him and the implications of failure to comply.
5. If the Senior Tutor is interested in the matters relating to the junior member or is otherwise unable to act, the Warden and the Tutors' Committee shall nominate another member of the Governing Body to act in his place. Throughout this Bylaw, references to the Senior Tutor shall include any such nominee.

Probation

6. If within reasonable time of the written warning the junior member fails to respond by meeting in full his academic obligations, his director of studies will recommend a period of probation normally of not less than eight weeks, at least five of the weeks being in Full Term. The director of studies will propose the duration and conditions of probation in writing to the Senior Tutor, who will seek the junior member's agreement to them.

7. If agreement is reached, the Senior Tutor will confirm the duration and conditions in writing to both the director of studies and the junior member and will report the probation to the Warden & Tutors' Committee. He will send a copy of this Bylaw to the junior member and will draw attention to the possible consequences of failure to satisfy the terms of probation.
8. In the event of failure to agree, the junior member shall have the right to ask for the imposition of probation or its conditions to be referred for decision by the Academic Review Committee under the provisions of (14) below. The Academic Review Committee's decision will be reported to the Warden & Tutors' Committee.
9. If the probationary terms include a requirement to achieve a specified standard in a collection, the latter will be externally marked. The marker will be told that the collection is a penal one but not the standard required.

Review of probation

10. At the end of the stated period of probation or sooner at the request of the director of studies, the director of studies shall report in writing to the Senior Tutor, with a copy to the junior member, stating whether the terms of probation have been satisfied.
11. If all the terms of probation have been satisfied, the Senior Tutor will inform the junior member in writing that probation has been purged and report accordingly to the Warden & Tutors' Committee.
12. If the director of studies reports that any probationary terms have been breached, one (but not normally more than one) extension of probation may be proposed, under the same terms as before or subject to different conditions. The director of studies is not obliged in any case to seek an extension of probation and a breach of the probationary terms may lead directly to a reference to the Academic Review Committee under (15) below. The Senior Tutor will seek the junior member's agreement to the extension of probation and its conditions, observing in every respect the provisions of (6)–(9) above.

Referral to the Academic Review Committee

13. The Academic Review Committee is a subcommittee of the Warden & Tutors' Committee and consists of five members of the Governing Body including at least three tutors. The Senior Tutor shall not be a member. The junior member's tutors¹⁶ and any other interested persons shall be replaced by other members of the Governing Body co-opted by the other members of the committee. The members of the Academic Review Committee thus constituted will appoint one among their number to take the chair. The Academic Review Committee may regulate its proceedings as it sees fit including (without limitation) setting time limits on the evidence to be called and the representations to be made by either the junior member or his director of studies consistent with providing a fair opportunity for each of them to present relevant evidence whilst ensuring that the matter is heard and determined expeditiously.

¹⁶ For this purpose, a tutor is defined as someone who has filed an academic report on a junior member's work, or will do so in the current academic year, or has acted as director of studies for the junior member.

Hearings concerning the imposition or extension of probation

14. If the junior member requests referral of the imposition or extension of probation or its conditions to the Academic Review Committee, the Senior Tutor will send its chairman copies of the director of studies' specification of shortcomings and written warning (and, in the case of a proposed extension to probation, the director of studies' report on probation and his recommendations as to its extension) and his proposals for the duration and conditions of probation or its extension and any representations previously made by the junior member. The junior member shall state in writing his objections to the proposals, and the director of studies will be invited to respond, a copy of any such response being sent to the junior member. The Academic Review Committee will meet to consider the case and may ask the junior member and the director of studies to attend the meeting and interview them. The junior member may attend at his or her own request. The Academic Review Committee may proceed in the junior member's absence. The Academic Review Committee shall have the power to accept or reject or to amend as it sees fit the proposals relating to probation or its extension. The adjudication of the Academic Review Committee will be communicated in writing to the Senior Tutor, the director of studies and to the junior member and shall be final.

Hearings concerning a breach of probation

15. Except as provided for by extension of probation the Senior Tutor shall send to the chairman of the Academic Review Committee a written statement ("the Charge Sheet") setting out the conditions of probation, the report of the director of studies, any correspondence with the junior member in relation to the probation and any warning leading to the probation, and any other information which the Senior Tutor deems relevant, including his recommendations as to penalty.
16. The Charge Sheet and this by-law shall be copied to the junior member.
17. The Chairman of the Academic Review Committee shall call a meeting of the Academic Review Committee, giving the junior member at least five days' notice (not including Saturday and Sunday) unless the junior member agrees to shorter notice being given. The junior member shall be told in writing the time of the meeting and that he may submit written material up to 48 hours before the Academic Review Committee meets.
18. Without prejudice to the Academic Review Committee's right to regulate its own proceedings, the following procedure shall normally be adopted. The junior member and the director of studies shall attend the meeting and may be interviewed by the Academic Review Committee provided that if the junior member fails or refuses to attend the Academic Review Committee may proceed in his absence. The junior member may be accompanied by an advisor of his choice. The director of studies shall explain the junior member's breach of the conditions of probation. The junior member shall be given an opportunity to respond, or to say anything that he feels relevant.
19. The Academic Review Committee shall then decide whether the junior member has breached the terms of probation and, if he has, inform them of this fact and of the Senior Tutor's recommendation as to penalty and invite the junior member to make a plea in mitigation. The Academic Review Committee shall then consider the appropriate penalty. The penalty may include: banning, rustication or expulsion from the College. The Academic Review Committee may attach such conditions as it sees fit to any penalty. The junior member shall be told in writing of the Academic

Review Committee's decision and its reasons. He shall also be advised of his right of appeal to the Academic Appeals Committee.

20. The Chairman of the Academic Review Committee shall at once report the Academic Review Committee's decision to the Principal of Postmasters, and to the Senior Tutor who shall report it to the Warden and Tutors' Committee, and shall inform the Proctors if appropriate and any College staff affected by the decision. The full communication to the junior member shall not normally be circulated, but shall be held in the Warden's office. In the event of any appeal, it shall be available to members of the Academic Appeals Committee.
21. The words "banning", "rustication" and "expulsion" shall bear the meanings given to them in Part A of Statute XI of the University's Statutes and Regulations (substituting "the College" for "the University" in such definitions).
22. If the junior member is alleged to have committed any disciplinary offences as well as breaches of probationary conditions, the Senior Tutor may propose, in the interests of dealing fairly and expeditiously with the matters concerning the junior member, that the matters should be referred solely to the Disciplinary Committee. The Disciplinary Committee in such a case shall include at least three tutors. The Disciplinary Committee shall, with regard to the alleged breaches of probationary conditions, comply with the procedures set out in this By-law and be treated as the Academic Review Committee for the purposes of this By-law.

Appeal

23. The Academic Appeals Committee is a subcommittee of the Warden & Tutors' Committee and normally consists of the Warden (or her nominee) who shall ordinarily chair the Academic Appeals Committee and four other members of the Governing Body, of whom at least two are tutors. Members of the Academic Review Committee shall not be members of the Academic Appeals Committee. The junior member's tutors¹⁷ and any other interested persons shall be replaced by other members of the Governing Body co-opted by the other members of the Academic Appeals Committee. In the absence of the Warden or her nominee the members of the Academic Appeals Committee thus constituted will appoint one among their number to take the chair. The Academic Appeals Committee may regulate its proceedings as it sees fit.
24. Any appeal must be made in writing to the chairman of the Academic Appeals Committee within five days (not including Saturday and Sunday) of the communication of the Academic Review Committee's decision to the junior member, stating the basis of the appeal.
25. The junior member may appeal on the following basis:
 - a. errors in the Academic Review Committee's findings (which must be specified by the junior member);
 - b. the disproportionality of the penalty to the gravity of the breach of academic obligations.

¹⁷ For this purpose, a tutor is defined as someone who has filed an academic report on a junior member's work, or will do so in the current academic year, or has acted as director of studies for the junior member.

- The junior member is not entitled to bring an appeal which challenges the academic judgment of the Academic Review Committee.
26. The chairman of the Academic Appeals Committee shall copy the junior member's appeal to the Chairman of the Academic Review Committee who shall respond in writing to the Chairman of the Appeals Committee within five days (not including Saturday or Sunday). The Chairman of the Academic Appeals Committee shall then copy that response to the junior member.
 27. The chairman of the Academic Appeals Committee shall call a meeting of the Appeals Committee giving the junior member at least five days' notice (not including Saturday or Sunday) of such meeting, unless the junior member agrees to shorter notice being given. The junior member shall be told in writing of the time of the meeting.
 28. Without prejudice to the Academic Appeals Committee's right to regulate its proceedings, the following procedure shall normally be adopted. The Academic Appeals Committee shall consider the junior member's basis of appeal and the response of the chairman of the Academic Review Committee. The junior member may attend the meeting with an advisor of his choice and make oral representations. If the junior member elects to attend, the chairman of the Academic Review Committee may also attend (and may bring an advisor of his choice). The Academic Appeals Committee may in any case request the presence of the junior member, the chairman of the Academic Review Committee, and the director of studies and may interview them; in the event that the junior member fails or refuses to attend the Committee may proceed in their absence.
 29. The Academic Appeals Committee can confirm or amend the decision of the Academic Review Committee. The Academic Appeals Committee may attach such conditions as it sees fit to any penalty. The junior member shall be told of the Committee's decision and its reasons in writing.
 30. The decision of the Academic Appeals Committee shall be final in the College although the junior member shall have the right to appeal the decision of the Appeals Committee to the Conference of Colleges' Appeals Tribunal. If a junior member wishes to bring such an appeal, he shall file a written application with the secretariat of the Conference of Colleges within five days of the date of the decision appealed against. The application shall include:
 - (a) a copy of the decision being challenged
 - (b) a brief statement of the facts and arguments of law on which the application is based
 - (c) the junior member's request for relief
 - (d) where applicable, an application for a stay of the effects of the decision being challenged or for any other preliminary relief of an urgent nature
 - (e) the junior member's address and, where applicable, the electronic mail address at which he can be reached for the purpose of the proceedings.
 31. Where the provisions of paragraph 22 above have had effect, if any appeal made by the junior member relates both to disciplinary matters and any alleged breach of probationary matters then the appeals shall be referred solely to an Appeals Committee constituted in accordance with paragraph 19 of By-law 98B. That Appeals Committee shall, with regard to any matter of academic discipline, be treated as the Academic Appeals Committee for the purposes of this By-law.

32. The chairman of the Academic Appeals Committee shall at once report the Academic Appeals Committee's decision to the Principal of Postmasters, and to the Senior Tutor who shall report it to the Warden and Tutors' Committee, and shall inform the Proctors and any College staff affected by the decision. The full communication to the junior member shall not normally be circulated, but shall be held in the Warden's office.

Notice

33. In Full Term any document that this Bylaw requires to be sent to a junior member shall be deemed to be duly given 24 hours after it has been left for him at the College lodge. Out of Full Term an additional copy will be posted to the home address he or she has given the Tutorial Office, and the document will be deemed to be duly given three days after the date of posting.

APPENDIX 4

BYLAW 98B CONCERNING DISCIPLINE FOR SERIOUS MISCONDUCT

Charges

1. If the Principal of Postmasters believes that a junior member has committed an offence which, if proved, would require a more severe penalty than he can impose, he shall refer the case to the Disciplinary Committee.
2. The Disciplinary Committee is a subcommittee of the Warden & Tutors' Committee and normally consists of the Warden (or her nominee) who shall ordinarily chair the Disciplinary Committee and four other members of the Governing Body elected by the Warden & Tutors' Committee, at least two of whom shall be tutors. The Principal of Postmasters may not be a member of the Disciplinary Committee. Should any member of the Disciplinary Committee be a tutor of the junior member¹⁸ or have an interest in the subject matter of the charge, he shall be replaced by another member of the Governing Body co-opted by the other members of the Disciplinary Committee. Should the chairman be so replaced, the most senior tutor present shall chair the Disciplinary Committee. The Disciplinary Committee may, but is not obliged to, ask an assessor be present at its deliberations and to advise it. Such person, who shall be known as the Disciplinary Assessor, shall have no vote. The Disciplinary Committee may regulate its proceedings as it sees fit including (without limitation) setting time-limits on the evidence to be called by either the junior member or the Principal of Postmasters consistent with providing a fair opportunity for each of them to present relevant evidence whilst ensuring that the matter is heard and determined expeditiously.
3. If the Principal of Postmasters is interested in the matters relating to the junior member or if he is otherwise unable to act, the Warden and the Tutors' Committee shall nominate another member of the Governing Body to act in his place. Throughout this Bylaw, references to the Principal of Postmasters shall include any such nominee.

Referral to the Disciplinary Committee

4. Except in the circumstances described at paragraph 11 below, when referring a case to the Disciplinary Committee, the Principal of Postmasters shall send to the chairman a written statement (the "Charge Sheet") setting out the provision(s) of the College regulations which have allegedly been broken; the events which form the basis of the charge; the evidence on which the charge is based including the signed statement of any person he is proposing to call as a witness; and any other information which the Principal of Postmasters deems relevant, including her recommendations as to penalty.
5. The Charge Sheet and this bylaw shall be copied to the junior member. Copies shall also be sent to his director of studies or in-College tutor, as appropriate, who shall be asked to comment in writing on the character of the junior member and any other matter that he thinks should properly be taken into account. These comments shall be copied to the junior member.
6. The chairman of the Disciplinary Committee shall call a meeting of the Disciplinary Committee giving the junior member at least five days' notice (not including Saturday or Sunday), unless the junior member agrees to shorter notice being given. The junior member shall be told in writing of the time of the meeting and that he may submit written material up

¹⁸ For this purpose, a tutor is defined as someone who has filed an academic report on a junior member's work, or will do so in the current academic year, or has acted as director of studies for the junior member.

to 48 hours before the Disciplinary Committee meets. If the junior member intends to call any person as a witness at the meeting, the junior member shall include a written statement signed by such person with the written material submitted to the Disciplinary Committee.

7. Without prejudice to the Disciplinary Committee's right to regulate its proceedings, the following procedure shall normally be adopted. The Principal of Postmasters and the junior member charged shall attend the notified meeting of the Disciplinary Committee, provided that if the junior member fails or refuses to attend the Disciplinary Committee may proceed in his absence. The Principal of Postmasters and the junior member may each be accompanied by an advisor of his choice. The Principal of Postmasters shall present the case against the junior member in his presence (save where the Disciplinary Committee has decided to proceed in the junior member's absence) and may call any witness whose statement he has previously submitted to the Disciplinary Committee. The junior member may question any witness called by the Principal of Postmasters. After the conclusion of the Principal of Postmasters' evidence the junior member shall present his defence and may call any witness whose statement he has previously submitted to the Disciplinary Committee. The Principal of Postmasters may question any witness called by the junior member. For the avoidance of doubt the Disciplinary Committee may also question any person called as a witness. After the conclusion of the junior member's evidence the Principal of Postmasters and after him the junior member shall then each address a concluding statement to the Disciplinary Committee which shall then consider its verdict in the absence of all other persons.

8. Where the case is found proved, the Disciplinary Committee shall announce its decision and invite the Principal of Postmasters to make a submission as to the appropriate level of penalty. The junior member shall then be entitled to make a plea in mitigation of the offence. The Disciplinary Committee shall then consider the appropriate sentence in the absence of all other persons. The penalty may include: requiring the junior member to reside out of the College premises; a fine of any magnitude; banning, rustication or expulsion from the College. The Disciplinary Committee may attach such conditions as it sees fit to any penalty. The junior member shall be told in writing of the Disciplinary Committee's decision and its reasons which shall include all findings of fact made by the Disciplinary Committee. He shall also be advised of his right of appeal to the Disciplinary Appeals Committee.

9. The Chairman of the Disciplinary Committee shall at once report the Disciplinary Committee's decision to the Principal of Postmasters and to the Senior Tutor, who shall report it to the Warden and the Tutors' Committee, and shall inform the Proctors if appropriate and any College staff affected by the decision. The full communication to the junior member shall not normally be circulated, but shall be held in the Warden's office. In the event of any appeal, it shall be available to members of the Disciplinary Appeals Committee.

10. The words "banning", "rustication" and "expulsion" shall bear the meanings given to them in Part A of Statute XI of the University's Statutes and Regulations (substituting "the College" for "the University" in such definitions).

Referral to the Disciplinary Committee: Special provisions for criminal convictions and University penalties

11. The following procedures shall apply if a junior member has been convicted of a criminal offence capable of attracting an immediate sentence of imprisonment (whether or not such a sentence is imposed). When referring such a case to the Disciplinary Committee, the Principal of Postmasters shall send to the chairman a written statement (the "Charge Sheet") setting out the fact of the junior member's criminal conviction and any other information which the Principal of Postmasters deems relevant including his recommendations as to penalty.

12. The Charge Sheet and this bylaw shall be copied to the junior member. Copies shall also be sent to his director of studies or in-College tutor, as appropriate, who shall be asked to comment in writing on the character of the junior member and any other matter that he thinks should properly be taken into account. These comments shall be copied to the junior member.

13. The chairman of the Disciplinary Committee shall call a meeting of the Disciplinary Committee giving the junior member at least five days' notice (not including Saturday or Sunday) , unless the junior member agrees to shorter notice. The junior member shall be told in writing of the time of the meeting and that he may submit written material on the question of penalty up to 48 hours before the Disciplinary Committee meets.

14. Without prejudice to the Disciplinary Committee's right to regulate its proceedings, the following procedure shall normally be adopted. The Principal of Postmasters and the junior member shall attend the notified meeting of the Disciplinary Committee, provided that if the junior member fails or refuses to attend the Disciplinary Committee may proceed in his absence. The Principal of Postmasters and the junior member may each be accompanied by an advisor of his choice. The Disciplinary Committee shall accept as fact all findings of fact made by the criminal court and the hearing shall proceed on that basis. The Principal of Postmasters shall present the case to the Disciplinary Committee and shall make representations concerning the appropriate penalty. The Disciplinary Committee may request the attendance of any other person and may question in relation to the question of penalty. The junior member shall then be entitled to make a plea in mitigation of the offence.

15. The Disciplinary Committee shall then decide upon the penalty to be imposed. The penalty may include: requiring the junior member to reside out of the College premises; a fine of any magnitude; or banning, rustication or expulsion from the College. The Disciplinary Committee may attach such conditions as it sees fit to any penalty. The junior member shall be told in writing of the Disciplinary Committee's decision and its reasons. He shall also be advised of his right of appeal to the Disciplinary Appeals Committee.

16. The Chairman of the Disciplinary Committee shall at once report the Disciplinary Committee's decision to the Principal of Postmasters and to the Senior Tutor, who shall report it to the Warden and the Tutors' Committee, and shall inform the Proctors and any College staff affected by the decision. The full communication to the junior member shall not normally be circulated but shall be held in the Warden's office. In the event of any appeal, it shall be available to the members of the Disciplinary Appeals Committee.

17. The procedures set out at regulations 18-21 below shall apply if a junior member has been expelled, banned or rusticated by the University pursuant to Statute XI of the Statutes.

18. If the Principal of Postmasters considers that a more serious penalty than that imposed by the University should be imposed by the College, the Principal of Postmasters shall refer the case to the Disciplinary Committee. In such a case, the procedures set out in Regulations 11-16 of this bylaw shall apply, *mutatis mutandis*.

19. In any other case a penalty of suspension, banning or rustication imposed by the University upon a junior member shall also apply to College premises and facilities, subject to the right of appeal referred to in regulation 20 below. The imposition of the College penalty shall be confirmed in writing to the junior member by the Principal of Postmasters , copied to the Senior Tutor who shall report it to the Warden and Tutors' Committee and any College staff affected by the decision.

20. A junior member penalised under regulation 19 above may appeal to the Disciplinary Committee against the application of that penalty to that junior member's use of College

premised and facilities. The Principal of Postmasters shall advise the junior member in writing of his right of appeal to the Disciplinary Committee.

21. If the Disciplinary Committee is satisfied that there are special circumstances, it may permit the junior member concerned to continue to have access to College premises and facilities with or without conditions as to such access.

Appeal

22. The junior member must lodge any appeal against the findings or penalty of the Disciplinary Committee by writing to the Warden (or her nominee) within five days (not including Saturday or Sunday) of the communication of the Disciplinary Committee's decision to the junior member, stating the basis of his appeal.

23. The junior member may appeal on either or both of the following grounds:

- errors in the Disciplinary Committee's findings (which must be specified by the junior member); or the disproportionality of the penalty to the gravity of the offence.

The junior member shall not normally be permitted to introduce new evidence to the Disciplinary Appeals Committee where that evidence could reasonably have been presented to the Disciplinary Committee.

24. The Disciplinary Appeals Committee is a subcommittee of the Warden & Tutors' Committee and normally consists of the Sub-Warden (or his nominee) who shall ordinarily chair the Disciplinary Appeals Committee and four other members of the Governing Body elected by the Warden & Tutors' Committee, at least two of whom shall be tutors. Neither the Principal of Postmasters nor any member of the Disciplinary Committee may be a member of the Disciplinary Appeals Committee. Any member of the Disciplinary Appeals Committee who is a tutor of the junior member¹⁹ or has an interest in the subject matter of the charge shall be replaced by another member of Governing Body co-opted by the other members of the Disciplinary Appeals Committee. Should the chairman be so replaced, the most senior tutor present shall chair the Disciplinary Appeals Committee. The Disciplinary Appeals Committee may, but is not obliged to, ask an assessor to be present at its deliberations and to advise it. Such person, who shall be known as the Appeal Assessor, shall have no vote. The Disciplinary Appeals Committee shall regulate its proceedings as it sees fit.

25. The chairman of the Disciplinary Appeals Committee shall copy the junior member's appeal to the chairman of the Disciplinary Committee, who shall respond in writing to the chairman of the Disciplinary Appeals Committee within five days (not including Saturday or Sunday). The chairman of the Disciplinary Appeals Committee shall then copy that response to the junior member.

26. The chairman of the Disciplinary Appeals Committee shall call a meeting of the Disciplinary Appeals Committee giving the junior member at least five days' notice (not including Saturday and Sunday) of such meeting, unless the junior member agrees to shorter notice being given. The junior member shall be told in writing of the time of the meeting.

¹⁹ For this purpose, a tutor is defined as someone who has filed an academic report on a junior member's work, or will do so in the current academic year, or has acted as director of studies for the junior member.

27. Without prejudice to the Disciplinary Appeals Committee's right to regulate its proceedings, the following procedure shall normally be adopted. The Disciplinary Appeals Committee shall consider the junior member's Grounds of Appeal and the response of the chairman of the Disciplinary Committee. The junior member may attend with an advisor of his choice and make oral representations on his Grounds of Appeal. If the junior member elects to attend, the chairman of the Disciplinary Committee may also attend (and may be accompanied by an advisor). The Disciplinary Appeals Committee may in any event request the attendance of the junior member, the chairman of the Disciplinary Committee and may interview them and in the event that either fails or refuses to attend may proceed in his absence.

28. The Disciplinary Appeals Committee may quash or confirm the decision appealed against, or make any order in substitution for it which the Disciplinary Committee could have made. The junior member shall be informed in writing of the Disciplinary Appeals Committee's decision and the reasons for it.

29. The Chairman of the Disciplinary Appeals Committee shall at once report the Disciplinary Appeals Committee's decision to the Principal of Postmasters and to the Senior Tutor, who shall report it to the Warden & Tutors' Committee, and shall inform the Proctors and any College staff affected by the decision. The full communication to the junior member shall not normally be circulated, but shall be held in the Warden's office.

30. The decision of the Disciplinary Appeals Committee shall be final in the College although the junior member shall have the right to appeal the decision of the Disciplinary Appeals Committee to the Conference of Colleges' Appeals Tribunal. If a junior member wishes to bring such an appeal, he shall file a written application with the secretariat of the Conference of Colleges within five days of the date of the decision appealed against. The application shall include:

- (a) a copy of the decision being challenged
- (b) a brief statement of the facts and arguments of law on which the application is based
- (c) the junior member's request for relief
- (d) where applicable, an application for a stay of the effects of the decision being challenged or for any other preliminary relief of an urgent nature
- (e) the junior member's address and, where applicable, the electronic mail address at which he can be reached for the purpose of the proceedings.

Appeal against fine

31. If the Deputy Principal of Postmasters has imposed a fine less than £150 on a junior member which the junior member believes to be unwarranted or excessive the junior member may make written representations to the Deputy Principal of Postmasters requesting a review of the fine imposed. Any representations to the Deputy Principal of Postmasters shall be made within two days (not including Saturday or Sunday) of the imposition of the fine and the Deputy Principal of Postmasters shall respond in writing within two days of the receipt of the written representations (not including Saturday or Sunday) and shall either confirm the fine, remove the fine, or substitute a lesser fine. If the junior member is not satisfied with the decision of the Deputy Principal of Postmasters he shall be entitled to appeal to the Principal of Postmasters. Any appeal to the Principal of Postmasters shall be made in writing

specifying the grounds of the appeal within two days (not including Saturday or Sunday) of the receipt by the junior member of the response of the Deputy Principal of Postmasters. The grounds of an appeal to the Principal of Postmasters are errors (which shall be specified) in the findings of fact made by the Deputy Principal of Postmasters or the disproportionality of the fine to the gravity of the offence. The Principal of Postmasters shall dispose of all such appeals without an oral hearing unless he considers it necessary or expedient to hold one. The Principal of Postmasters shall have the power on appeal to confirm, reduce or increase the fine. The decision of the Principal of Postmasters shall be communicated to the junior member in writing and shall be final.

32. A junior member who has been fined a sum in excess of £150 by the Principal of Postmasters or the Deputy Principal of Postmasters may appeal this fine to the Disciplinary Committee, which may confirm, reduce or increase the fine. The appeal must be lodged in writing at the Tutorial Office within five days (not including Saturday or Sunday) of the imposition of the fine stating the basis of the appeal. The grounds of appeal are either specified errors in the findings of the Principal of Postmasters or the Deputy Principal of Postmasters, or the disproportionality of the fine to the gravity of the offence. The appeal shall be copied to the Principal of Postmasters or the Deputy Principal of Postmasters, who shall be asked to respond within five days (not including Saturday or Sunday). The Disciplinary Committee's decision, which shall be final, shall be communicated to the junior member in writing, giving reasons. The Disciplinary Committee has the power to impose additional fines or other penalties and may attach such conditions as it sees fit to any penalty:

- in the event of trivial or frivolous appeals; or
- where it believes that the event warrants a more severe penalty than that already imposed.

Notice

33. In full term, any document that this bylaw requires to be sent to a junior member shall be deemed to be duly given 24 hours after it has been left for him at the College lodge. Out of full term, an additional copy shall be posted to the home address he has given to the Tutorial Office, and the document shall be deemed duly given three days after the date of posting. Where a junior member has been suspended and is not residing in Oxford, the procedure for posting documents shall be followed.

APPENDIX 5

HOLDING MEETINGS OR PARTIES ON COLLEGE PREMISES

Obtaining Permission

Permission MUST be obtained from the Deputy Principal of Postmasters for any gathering of more than ten persons on College premises, which any graduate or undergraduate member of the College seeks to hold. College premises includes all rooms, corridors, and gardens, whether in the main College, Rose Lane, Holywell, Manor Place, Iffley Road, the Sports Pavilion, the Holywell Meadows, or wherever the College has management of a property. Special conditions applying to student gatherings of three or more persons on College premises will apply on specified occasions including the Time Ceremony, College Ball, and end-of-examination celebrations. These conditions will be notified to the JCR and MCR members of College by the Deputy Principal of Postmasters before such an occasion.

The form for obtaining permission, making a booking, and arranging security and safety is available from the Porters' Lodge. The form must be fully completed with accurate and detailed information. The DPOP must be informed if any substantive changes to the plans for the meeting or party occur after permission has been granted. Only members of Merton College may make bookings for meetings or parties on College premises.

The booking of certain College rooms and other venues requires the consent of College Officers and consultation with staff members before the booking can be accepted by the Deputy Principal of Postmasters. Documentation of this consent must be submitted with the form. (See below for details of venues and contacts.) The College may impose a rental charge for the use of certain College rooms and other venues to non Merton Clubs and Associations.

Permission must be applied for from the Deputy Principal of Postmasters in writing at least one week before the event is to be held. Applications to use the TS Eliot Theatre must be received at least two weeks in advance.

The College may withhold permission for parties and other events during times proximate to public examinations, for example after the end of 4th week in Trinity Term or the first week of Long Vacation, in the interests of those taking examinations.

Organisers must arrange with the Head Porter for clear directions to be available at the Lodge to guests and participants. If necessary, one of the organizers must be present in the Lodge when guests or participants arrive. All guests must be signed in and accompanied. If the Head Porter, in consultation with the Deputy Principal of Postmasters, deems it necessary, extra staff or security must be arranged by and at the cost of the organizers.

The Head Porter must be consulted about security arrangements, especially for functions that are open to outside guests, or where disturbance may reasonable be foreseen. In the case of meetings, organizers must consider difficulties that they may have with participants of opposing views. In the case of parties, organizers must consider the possibility of gatecrashers or drunkenness.

The requirements of the Code of Practice on Freedom of Speech (N.B. Regulation E4) must be complied with.

Organisers are personally responsible for ensuring that a reasonable standard of behaviour is maintained, that noise is kept within reasonable bounds, that the number of guests is within safe and permitted limits, and that all the appropriate conditions are observed. The organiser must be present throughout the event.

All parties and meetings must observe music hours, be quiet after 11.00 p.m., and disperse before 11.45 p.m. Music at official JCR or MCR parties held in College may be played up to 11.30 p.m., and special extensions of music hours may be allowed for parties held at the Pavilion upon application to the Principal of Postmasters.

Organisers must not leave before they have ensured that the venue has been left clean, tidy, and ready for use by others. The Porters and College Officers may check that the organisers have stayed until all work is done. All washing up must be done and all rubbish disposed of. College staff must not have any extra work as a result. All glasses and debris from a party in the room of a member of the College must be cleared before the next visit by the scout/cleaner. Cleaning materials and equipment are usually available from the scout/cleaner, and are provided in the JCR, MCR, Mure Room, and the Pavilion. . A charge may be levied in the event that the venue is not fully cleaned.

Organisers of parties or meetings are advised of the importance of observing fire regulations. The maximum number of occupants of each room or venue must be strictly observed. Barbeques are not permitted. It is an offence to possess barbeque equipment in College premises, whether inside or adjacent to a student residence.

Notices advertising events of any kind must be posted on notice boards, not placed on walls or doors.

The current schedule of fines includes fines for: excessive noise/disturbance £30-£75 depending on severity; damage to College rooms, premises, grounds, £30 and up depending on severity + costs property; unauthorised parties £25; failure to clean up after party/meeting, cost plus fine of £30-£150; unreasonable mess, cost plus fine of £30-£150.

Any College (or University) group or society wishing to book a College room for a meeting must give notice to the DPOP using the appropriate form available at the Lodge. You must provide full details of the purpose of the meeting, the name of the group or society, and the names of all outside speakers invited to the meeting. Such notification must be given at least one week before the date of the meeting. If the Deputy Principal has not given permission, the meeting will not be allowed.

The requirements of the Code of Practice on Freedom of Speech must be complied with. Organisers must also consider the difficulties that they may have with participants of opposing views.

Discos or parties to be held in College property may not be advertised outside the College nor may a charge be made for admission or drinks. Junior Members are reminded that a licence is normally required for the sale of alcoholic drinks to persons who are not members of the College or their bona fide guests.

Alcoholic refreshments may be sold at the College Bar only to members of the College and their bona fide guests. The Bar must close at 11.00 p.m.

Any disco or other electrical equipment to be used must have been inspected and approved by the College's electrician. The use of smoke vapour machines is strictly forbidden except by special permission.

Junior Members are reminded that entertainment licences are required by law for a "public performance". This does not apply to private events confined to members of the University and their bona fide guests. For such a performance not to be public the restriction on the audience must be announced on any advertisement that the public might see, and all reasonable steps must be taken to exclude members of the public. Advertisements should be

confined to "private" areas of the University therefore. Even for private performances, organisers remain responsible for the safety of performers and the audience, and with respect to the Theatres Act 1968, for requirements regarding such matters as obscenity, incitement to racial hatred, etc. Junior Members are advised to consult the Proctors' Memorandum, Part IV.

Particular attention is drawn to the matter of end-of-examination celebrations. In the interest of public safety and the reputation of the University, the Proctors require all candidates to return directly to the College after their examination is over, and to discourage their friends from gathering outside the Examination Schools to meet them. There are ample opportunities for candidates and their friends to celebrate in a civilized way within the College. The Proctors and the College authorities have a duty to ensure that the conduct of junior members does not disturb the outside community or those still sitting examinations.

Booking

All bookings must be authorized by the Deputy Principal of Postmasters. Booking certain College rooms and other venues requires the consent of other College officers and consultation with staff members before the Deputy Principal of Postmasters will accept the booking. Additional information is given below.

Venue	Permission	Additional information
JCR	<ol style="list-style-type: none"> 1. JCR President; and 2. If the gathering is for more than 10 people, the DPOP 3. Head Porter or Deputy Head Porter 	<p>Before submitting the request form to the DPOP you must obtain the signature of the JCR President.</p> <p>If you have been given permission to hold a party in the JCR, you must write to all residents of St Albans staircases and Front V in advance warning them of the event.</p> <p>You may only play music at an authorised event in the JCR up to 11.30 p.m. You must turn down the music 15 minutes before this time.</p>
MCR/Holywell Music Room	<ol style="list-style-type: none"> 1. MCR President or MCR Social Secretary, as nominated by by the MCR Executive Committee; and 2. If the gathering is for more than 10 people, the DPOP 3. Head Porter or Deputy Head Porter 	<p>Before submitting the request form to the DPOP you must obtain the signature of the MCR President or the MCR Social Secretary.</p> <p>You may only play music at an authorised event in the MCR up to 11.30 p.m. You must turn down the music 15 minutes before this time.</p>
Mure Room	<ol style="list-style-type: none"> 1. Domestic Bursar: and 2. If the gathering is for more than 10 people, the DPOP 3. Head Porter or Deputy Head Porter 	<p>A charge of £50 may be levied for the use of the Mure Room to non Merton Clubs and Associations.</p> <p>If you have been given permission to hold a party in the Mure Room, you must write to all residents of Rose Lawn staircases in advance warning them of the event.</p> <p>You may not move the Grand Piano.</p>

Venue	Permission	Additional information
		Food, drink, and smoking are prohibited in the Mure Room.
Fitzjames 1	1. Domestic Bursar and 2. If the gathering is for more than 10 people, the DPOP 3. Head Porter or Deputy Head Porter	
TS Eliot Theatre	1. Domestic Bursar and 2. If the gathering is for more than 10 people, the DPOP 3. Head Porter or Deputy Head Porter	A charge of £100 may be levied for the use of the TS Eliot Theatre to non Merton Clubs and Associations. Applications to use the TS Eliot Theatre must be received at least two weeks in advance. Wine and soft drinks may be served in the foyer area, however no glasses (or food) are to be taken into the TS Eliot Theatre or any of the breakouts.
Sports Pavilion	1. Domestic Bursar; 2. Groundsman; 3. If the gathering is for more than 10 people; the DPOP; and 3. Secretary of Amalgamated Clubs 4. Head Porter or Deputy Head Porter	A charge will be levied to cover the cost of parties at the Pavilion. This charge is currently £100. Unless a special extension of music hours has been agreed with the Principal of Postmasters, you may only play music at partisan authorise event held in the Pavilion up to 11.30 p.m. You must turn down the music 15 minutes before this time. All musical equipment must use the designated power points attached to the acoustic control system. You may not play or relay live or amplified music to the grounds outside the Pavilion at any time.
Lawns and gardens	1. Domestic Bursar; 2. Garden Master; and 3. Principal of Postmasters; 4. Deputy Principal of Postmasters; 5. Depending on circumstances, Senior Member of Merton Floats, Warden & Tutors' Committee	Use of the lawns and gardens by junior members for parties is restricted. Only the Chestnut Lawn may be made available for private parties. You may apply to use the Sundial Lawn on behalf of an official College body (e.g., JCR, MCR) or recognized College clubs or societies. Normally a Fellow of the College must agree to be present at the function.

Venue	Permission	Additional information
		<p>Garden functions may not exceed four hours in duration, except by special permission from the Warden and Tutors Committee through the Principal of Postmasters.</p> <p>No more than 100 people including the organisers may be invited to an event unless it is an official JCR or MCR event, except by special permission from Warden and Tutors Committee through the Principal of Postmasters.</p> <p>No student, club or society may hold more than one event in the gardens per term.</p> <p>A maximum of three parties per week will be allowed and one party per day</p> <p>All applications for garden parties must be approved by the Garden Master by Friday of Week 8 of Hilary Term so that the list of Garden Parties can be approved by the Warden and Tutors Committee.</p> <p>You must obtain permission from the Warden and Tutors' Committee before a music or drama rehearsals or any similar activity is held in the gardens.</p> <p>The Senior Member of Merton Floats must request permission from the Warden & Tutors' Committee before drama rehearsals or performances.</p> <p>The Principal of Postmasters must request permission from the Warden & Tutors' Committee for any other events in the Gardens.</p> <p>You may not play live or amplified music in the Gardens. Special requests to play non-amplified music may be made to the Domestic Bursar and will be considered under exceptional circumstances only.</p>
College House	<ol style="list-style-type: none"> 1. DPOP 2. Head Porter or Deputy Head Porter 	<p>Junior members who wish to hold a part of meeting in a College house or garden, which will total 10 or more persons present either serially or at a single time (unless all of the people to be present are resident in that house), must present the Deputy Principal of Postmasters with written evidence attached to the form that all members of the house have been consulted and given their agreement to the event.</p> <p>No more than 50 people (not including the residents of that house) may be invited to a party or meeting in a college house or garden</p>

Venue	Permission	Additional information
		<p>associated with the house. Organisers must inform their immediate neighbours of the party or meeting in writing at least one week prior to the event taking place.</p> <p>The common areas of the house or garden must be cleaned and cleared before the cleaner's next visit or 10.00 a.m. the next morning, whichever is earlier.</p>
Holywell Summerhouse	MCR President or Social Secretary; and if the gathering is for more than 10 people, the DPOP	No live or amplified music may be played outside the Holywell Summerhouse. Music may be played inside the Holywell Summerhouse only if the doors and windows are closed and remain closed whilst it is being played.
Savile Room	<ol style="list-style-type: none"> 1. DPOP, 2. Domestic Bursar 3. Head Porter or Deputy Head Porter 	<p>Use of the Savile Room for club dinners and other functions is restricted, and permission may well be refused.</p> <p>A Fellow of the College must agree to be present at the function.</p>
Hall	<ol style="list-style-type: none"> 1. Warden, 2. The Domestic Bursar, 3. Steward 4. Head Porter or Deputy Head Porter 	You must apply to the Warden for permission to use the Hall, who may also ask for other College officers to be consulted. You should also consult the Catering Manager about availability and catering.
Student room	<ol style="list-style-type: none"> 1. DPOP 2. Head Porter or Deputy Head Porter 	<p>No more than 12 students are permitted to attend a party in a student room at a time. Only one guest may be present in a student room after 12 midnight.</p> <p>You may only play music, whether live or reproduced, in your room between 1.00 p.m. and 5.00 p.m. and between 7.00 p.m. and 11.00 p.m. daily and on Sundays between 10.00 a.m. and 11.00 p.m. Music played within the permitted times must be kept to a tolerable level and must not be audible beyond your room.</p> <p>You must clear all glasses and debris must be cleared before the scout's / cleaner's next visit.</p>
Music Room	<ol style="list-style-type: none"> 1. DPOP 2. Head Porter or Deputy Head Porter 	<p>The Music Room may be used for musical activities only.</p> <p>Food, drink, and smoking are prohibited in the Music Room.</p> <p>You may not play amplified music in the Music Room without the written permission of the Principal of Postmasters.</p>

Venue	Permission	Additional information
Chapel and Antechapel	The Chaplain	Requests to use the Chapel and/or Antechapel should be arranged directly with the Chaplain.

Major events require additional consideration, as outlined below.

Event		
College Ball, Plays, Arts Festival		<p>The date and major venues for the College Ball should be submitted to the Warden & Tutors' Committee one year in advance.</p> <p>A complete schedule of events must be submitted to the appropriate College Officers one term in advance.</p> <p>You must ensure that any testing of the sound system before the Ball does not cause a disturbance during quiet hours.</p> <p>You must write to any people who might be affected by the Ball. Students must disperse quietly.</p>
Bops, discos, etc.		<p>A termcard including the schedule of bops and other events should be submitted to the JCR and MCR respectively to the DPOP in Week 8 of the preceding term. Extensions of this deadline may be arranged directly with the DPOP. The DPOP shall consult with the POP before approval will be given.</p>