

# MERTON COLLEGE

## HANDBOOK FOR JUNIOR MEMBERS

### 2022-23

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.

The College aims to achieve the highest outcomes in education, learning and research at national and international level. It in turn aims to provide an inclusive environment which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential. The College will work to remove any barriers which might deter people of the highest potential and ability from applying to Oxford, either as staff or students. The College's equality objectives are set out in the Single Equality Scheme in Appendix 9.

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The College Handbook is also available on the college website at [www.merton.ox.ac.uk/handbook](http://www.merton.ox.ac.uk/handbook), and on the college intranet at <https://intranet.merton.ox.ac.uk/handbook>. The intranet acts as an additional repository of information for current students.

If any amendments are made to the Handbook during the 2022-23 academic year, junior members will be alerted by email, and the intranet and website versions of the document will be updated.

The College Handbook refers to documents that are published on the University of Oxford website [www.ox.ac.uk](http://www.ox.ac.uk). Further information for current Oxford students is available at [www.ox.ac.uk/students/](http://www.ox.ac.uk/students/).

# STUDENT-COLLEGE CONTRACT

## Contract with the College

1. As a student at the University of Oxford you must be a member both of the University and of one of its Colleges, Societies, or Permanent Private Halls.
2. You will have two separate contracts: one with the University and one with Merton College ("the College").
3. The purpose of this contract ("Contract") is to set out the contractual basis for your relationship with the College, and to draw your attention to key terms.
4. Your Contract with the College is made up of:
  - a) The following:
    - i. the terms and conditions set out in this document;
    - ii. the College Handbook [www.merton.ox.ac.uk/handbook](http://www.merton.ox.ac.uk/handbook);
    - iii. the accommodation contract;
    - iv. the letter ("Offer Letter") from the College making you an offer ("Offer") of a place;
  - b) The College Statutes and Bylaws, and rules, regulations and policies made under them (see clause 11 below)
5. Your contractual relationship with the College will take effect from the date on which the College receives a copy signed by you of this Contract.
6. Your Contract with the College is subject to the following:
  - a. The academic conditions set out in your Offer Letter;
  - b. The financial conditions set out in the Financial Declaration Form;
  - c. Satisfying any requirements imposed by any department or agency of the United Kingdom Government including (but not limited to) any visa requirement;
  - d. That any information submitted with or in relation to your application (whether to UCAS, the University, or the College) is true, genuine, accurate, and complete and does not omit any information you have been asked to provide.
7. Breach of any condition has the following consequences:
  - a. If the breach is discovered once you have accepted your Offer but before you have been admitted to the College under College Bylaw V.2, your Contract with the College may be terminated at the College's discretion; or
  - b. If the breach is discovered after you have been admitted to the College, disciplinary proceedings may be brought against you under Bylaw XI B and for these purposes the College shall be at liberty to treat the breach as having continued until discovery. This may result in sanctions including expulsion.

## University and College Membership

8. You must be a member of the University in order to remain a member of the College.
9. Your continuing relationship with the College is linked to your continuing relationship with the University. Similarly, your Offer from the College is linked to your offer from the University. If you decline either offer, or if you fail to meet the conditions of either offer, you will lose your place at both the College and the University.
10. If your University membership is terminated (e.g. for breach of University rules and regulations), your membership of the College will also end. If you are suspended by the University, or subject to other disciplinary or procedural measures, the College may take similar, or other appropriate steps.

### **College Statutes, Bylaws, Rules, Regulations and Policies**

11. By entering into this Contract you agree to comply with the College Statutes and Bylaws (as amended from time to time) and with the College's Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them and/or amended from time to time. Links to these are set out at [www.merton.ox.ac.uk/about/college-policies](http://www.merton.ox.ac.uk/about/college-policies). They include:
  - a) The Merton College Handbook for Junior Members, as amended from time to time ("the College Handbook") [www.merton.ox.ac.uk/handbook](http://www.merton.ox.ac.uk/handbook). This sets out behaviour which is considered unacceptable by students and which may result in disciplinary action.
  - b) Other regulations governing your relationship with the College concerning your studies, payment of fees and charges, residence, conduct and behaviour: examples are regulations relating to examinations, the ownership and exploitation of intellectual property, harassment, the use of IT and Library facilities, health and safety issues and legislative requirements such as data protection.
  - c) Any Health and Safety Instructions ('HSI') setting out standards of behaviour required of you during any pandemic, epidemic or local health emergency. The term 'HSI' includes any University or College code, policy or guidance, as introduced or updated from time to time, which sets out behaviour required of students during any pandemic, epidemic or local health emergency. Students are required to comply with any HSI as a condition of being permitted access to in-person teaching and facilities and failure to comply may result in loss of that access and/or disciplinary action.
12. By entering into this Contract you agree that the College may take disciplinary action against you for breach of its Statutes and Bylaws and the College's Rules, Regulations and Codes of Policy, Practice and Procedure and any HSI as described in clause 11 (c) of this contract. Such action would take place under the appropriate College procedure and could result in sanctions including suspension or expulsion.

### **Your Responsibilities**

13. You are required to comply with the following:

- a) The College's Statutes and Bylaws (as amended from time to time) and with the College's Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them and/or amended from time to time as set out in clause 11 above. These include (but are not limited to) the College's rules on behaviour, IT usage, data protection and academic studies.
  - b) Payment of fees and other charges when they are due. You are responsible for any non-payment even if your fees are being paid by a third party. The University sets out its annual fees as a single figure as this is easier for applicants and students; however you should note that this is a combined figure for both your University and College fees, which separately form the consideration for your separate University and College contracts. This means that you are paying a set amount of your fees to the College for College services and a set amount to the University for University services. The College will collect University fees and transmit them to the University. For more details contact [student.fees@admin.ox.ac.uk](mailto:student.fees@admin.ox.ac.uk).
  - c) Any measures or instructions given by the College or the University to reduce risk of transmission of any illness or infection and behave in accordance with any HSI. Without limiting that general obligation, reasonable measures may include an instruction by the University or the College not to return into residence, an instruction by the University or the College to leave residence, imposing specific requirements regarding personal protective equipment such as the wearing of masks, or specific safety measures such as use of sanitiser or distancing procedures. In applying such measures or instructions the College will take account of and adhere to its welfare policies in so far as it is reasonably practicable during the pandemic, epidemic or local health emergency.
  - d) Immediately declaring to the College if you have any serious and easily transmissible infectious illness, and comply with any required health, testing, isolation or distancing measures or advice given.
  - e) Obtaining an appropriate visa if necessary and abide by any visa conditions including maximum permitted working hours and the types of work allowed. Failure to do so may result in disciplinary sanctions in addition to any legal consequences. Support and information are available from the University's Student Immigration team and at <http://www.ox.ac.uk/students/visa>.
14. It is your responsibility to progress your own academic studies. This will include submitting work when required to do so, meeting College and University deadlines and attending tutorials, classes, lectures, and other academic commitments.

### **Teaching Arrangements**

15. The College will make provision for students as follows:
- a) For undergraduate courses such teaching and other provision as it reasonably decides is necessary for their courses of study, taking account of any relevant departmental norms. Teaching may include tutorials, classes, 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. Some teaching will be delivered by the department and this will vary between Colleges. Given the variation in courses of study, it is not possible to specify a minimum amount of teaching for undergraduates in all subjects.

- b) For graduate courses (including research degrees) the College does not teach or deliver programmes but will make such other provision as it reasonably decides to be necessary to support the pursuit of the relevant course.
16. Where a pandemic, epidemic or local health emergency necessitating measures to reduce risk of infection or illness arises or has already arisen, the College may make such changes as it reasonably deems necessary to comply with government or local authority regulations or guidance by those bodies or by Public Health England, and/or its own health and safety advice and/or to ensure the health and safety of staff, students and third parties and/or to respond to consequential staffing or resource constraints. Changes made or required by the University may be communicated through colleges.
17. Examples of measures the College may take in the circumstances identified in clause 16 include:
- a. Providing teaching, assessment or other services wholly or partly online or via other remote or virtual means;
  - b. Moving the location of teaching and/or restricting student numbers permitted to attend any location at one time (including restricting numbers at libraries or lectures);
  - c. Teaching at unusual times;
  - d. Requiring students to comply with health and safety measures the College deems necessary which are specific to particular sites or activities, which may be in addition to any HSI;
  - e. Staggering attendance by students so that for part of the term you are not allowed physically to attend the College;
  - f. Varying, limiting or cancelling any course content, or optional modules;
  - g. Varying, limiting or cancelling access to any University or College services or facilities;
  - h. Varying, limiting or cancelling any learning experiences that would, without such circumstances, normally happen face to face or in-person (e.g. work in laboratories, museums, studios, music facilities or via fieldwork or work-placement);
  - i. Varying, limiting, cancelling or putting in place measures to reduce the risk of any time due to be spent in education or paid work abroad (including the right to vary destinations for work or study abroad) as a mandatory or optional component of courses, including making changes as a result of health guidance or risk assessment applicable to overseas travel destinations and/or providing students with alternative educational provision. If a year



abroad, or other placement, has to be cancelled entirely then this may include the right to move a student to a cognate degree course that does not include such a year abroad or placement.

18. No refunds, discounts, damages or waivers of course fees or other charges will be payable to you where changes or delays have resulted from, been caused by, or are in relation to a pandemic, epidemic or local health emergency necessitating measures to reduce risk of infection or illness or by compliance with guidance from Public Health England or any relevant Government Department or Office.

### **Library and IT Facilities**

19. Subject to clauses 16 and 17 above, 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 or equivalent document, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College. See [College IT Regulations](#).

### **Accommodation and Meals**

20. Subject to clauses 16 and 17 above, the College will maintain a stock of residential accommodation that may be provided to you in connection with your studies and if so this will be provided on the terms and conditions and in accordance with the procedures set out in the College Handbook or equivalent document, and/or accommodation contract, which may vary from year to year.
21. Subject to clauses 16 and 17 above, the College will provide meals on the terms and conditions set out in the [College Handbook](#), which may vary from time to time.

### **Events beyond the College's control**

22. The College will not be in breach of its obligations under its Contract with you, nor liable to you for any loss caused to you under its contract with you which results from events which are beyond the College's reasonable control, such as: pandemic, epidemic, a local health emergency necessitating measures to reduce risk of infection or illness, industrial action, acts of God, acts of terrorism, the unanticipated departure or absence of key members of College staff, or failure or delay by third party suppliers and subcontractors. In such circumstances the College will take reasonable steps to mitigate the impact on you and to restore teaching and services.

### **Personal Data**

23. The College will collect and use information about you in accordance with the principles set out in the [College Privacy Notice](#). This includes ensuring that your data will only be used in a way which is fair, lawful and secure. In addition, the University has its own privacy notice at <https://compliance.admin.ox.ac.uk/student-privacy-policy>

### **Complaints Procedure**

24. The College Complaints procedure including subsequent rights of appeal are explained in Appendix 8 of the [College Handbook](#).

**Jurisdiction**

25. Your contract with the College and any dispute arising from it (including non-contractual disputes) shall be governed by the law of England and Wales and shall be subject to the exclusive jurisdiction of the English Courts.

# 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 members of the College, including junior members, are subject to and bound by the Statutes and Bylaws of the College from time to time in force.

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 them 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 eight 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. Undergraduates must return to residence by Thursday of 0th Week (whether or not they are due to sit College collections) unless they have, in advance, sought and received permission from the Senior Tutor.
5. Vacation periods between terms are referred to as the **Christmas Vacation**, **Easter Vacation** and **Long Vacation** (summer).
6. Full terms in the 2022-23 academic year are as follows:

|                 |                                   |
|-----------------|-----------------------------------|
| Michaelmas term | 9 October 2022 to 3 December 2022 |
| Hilary term     | 15 January 2023 to 11 March 2023  |
| Trinity term    | 23 April 2023 to 17 June 2023     |

## 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 Rooms<sup>1</sup>.
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;

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<sup>1</sup> See section 11 below

(iii) The **Principal of the Postmasters**, and their **Deputy**, who are responsible for administering discipline among junior members;

(iv) The **Finance Bursar**, who is responsible for the overall administration of financial business;

(v) The **Domestic Bursar**, who is responsible for the overall administration of domestic business;

(vi) The **Land Agent**, who is responsible for administration of the College's estates and buildings;

(vii) The **Dean and Keeper of the Statutes**, who is responsible for legal and regulatory matters and the process of College business, as well as for ceremonies, including admission, matriculation, and presentation for degrees;

(viii) The **Dean of Graduates**, who is responsible for pastoral care of graduates: Tutors are responsible for the pastoral care of undergraduates;

(ix) The **Chaplain**, who, as well as being responsible for the Chapel, also has responsibility for the welfare of junior members and convenes the Student Support Sub-Committee; he is supported in the Chapel by an **Associate Chaplain** and, in his welfare role, by the **Welfare Adviser**, two **Junior Deans for Welfare** and the **College Nurse**;

(x) The **Librarian**, who is responsible for all aspects of the College libraries, special collections and archives, and is supported by a **Deputy Librarian**, an **Archivist**, and other library staff. In addition the Librarian administers the College pictures;

(xi) The **Development Director**, who is responsible for the College's Fundraising and Alumni Relations (to include Alumni Events and Publications);

(xii) Other College Officers, including the **Garden Master**, the **Senior Treasurers of the Junior Common Room and Amalgamated Clubs**, the **Equality Adviser**, the **Reed Rubin Organist and Director of Music & Director of College Music**, and the **Prevent Officer**.

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 regulates all matters relating to undergraduates and also has authority to make and enforce regulations on all matters concerning all junior members, including academic work, use of College facilities and disciplinary matters;

(ii) The **Graduate Committee**, convened by the Senior Tutor, oversees matters concerning graduate junior members, including academic progress and welfare;

(iii) The **Domestic Committee**, convened by the Domestic Bursar, 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;

(iv) 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;

(vi) The **Library and Archives Committee**, convened by the Librarian, responsible for the oversight of the college Library and Archives and related services provided to the college community. Undergraduates and graduates are represented on the Committee and play an important role in developing policy and services;

(vii) The **Development and Alumni Relations Committee**, convened by the Director of Development, oversees the College's fundraising and alumni relations activities. Both elements of its work are of great benefit to the student body and junior members of the College are represented on the Committee by the Presidents of the Junior and Middle Common Rooms.

#### 4. COLLEGE STAFF

1. The following members of 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 **Finance Bursary** is on the ground floor of the Finlay Building;

(ii) The **Academic Registrar**, **Graduate Officer**, and **Academic Officers** are responsible for the administration of academic matters relating to junior members. The **Academic Office** is on the ground floor of Fellows' Quad Staircase 4;

(iii) The **Schools Liaison and Access Officer** and **Admissions Officer** work with schools and individuals to encourage applications and to widen access, liaise with the JCR Access Representative over junior members' involvement in these projects, and also work with the student teams for Open Days and the Undergraduate Admissions Process;

(iv) The **Head of Conference and Accommodation** and **Housekeeping Manager** are responsible for the administration of all 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 and Events 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 **Events Office** is responsible for the booking of all term time teaching rooms within the College and co-ordinating all College events which are held in the College Hall, the Savile Room and the Senior Common Rooms. The Events office is on the ground floor of the Finlay Building;

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

(vii) 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;

(viii) The **IT Department** is responsible for administration of the College data network and computer rooms. The **Head of IT** and the IT team are located in the Finlay Building, on the staircase between the first and second floors; unfortunately, there is no accessible entrance. College IT questions and suggestions can be reported using the forms at <https://intranet.merton.ox.ac.uk/servicedesk/it> or via e-mail ([it-support@merton.ox.ac.uk](mailto:it-support@merton.ox.ac.uk)). Ideas, issues and enquiries are welcome to the contact details above but may also be addressed to the Head of IT, or the JCR or MCR IT representatives;

(ix) The **Web & Media Officer** is responsible for the college website, intranet and social media channels, as well as for press and media relations. All members are encouraged to contribute content to the College's online presence. The Web & Media Officer is based in Room 5, 6 Merton Street. Visitors and suggestions are always welcome;

(x) The **Development Office** is responsible for the College's Fundraising and Alumni Relations. Approximately £4.2 million per year was raised for the College during its 750th Anniversary Campaign, which ended in 2014; approximately £1-2 million per year currently. Some twenty to thirty alumni events are run each year; junior members are welcome to attend or help at many of these (**Alumni Events Officers**); students are also invited to apply for paid employment each year on the annual Telephone Campaign (**Development Officer**); several publications are produced each year, with news from students, Fellows and alumni (**Alumni Communications Officer**). The Development office is on the top floor of the Finlay Building and the primary contact for all enquiries, including College merchandise, is the **Alumni Events & Stewardship Officer**;

(xi) 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 second floor of Fellows' Quad, Staircase 4. The **Verger** oversees the use of the Chapel for worship, concerts and other activities. The Verger's office is the Sacristy;

(xii) The **Student Support Administrator** assists those providing welfare, financial and non-academic support to the student body. The Student Support Administrator shares an office with the Chapel Administrator on the second floor of Fellows' Quad, Staircase 4.

(xiii) The **Estates Department** is responsible for the upkeep of all external property, buildings and land owned by the College. The **Estates Office** is on the first floor of the Finlay Building;

(xiv) The **Clerk of Works** is responsible for overseeing the maintenance of the College Properties; a **College Maintenance Team** carries out repairs and minor works to the College Buildings. The Clerk of Works is based in the Finlay Building on the first floor; the Maintenance Team can be contacted at [maintenance@merton.ox.ac.uk](mailto:maintenance@merton.ox.ac.uk).

2. Staff contact information can be found on the student home page of the intranet.

## 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. Non-academic commitments should not exceed two weeks in the shorter vacations and eight weeks in the Long Vacation. Undergraduates are 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 outlined in detail in section 33. Tutors may require that undergraduates attend all:
  - (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 recommended patterns of teaching 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 Collection (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 in the [Teaching Management System \(TMS\)](#). TMS reports are available for undergraduates to view on-line.
9. Undergraduates will attend once annually an **Undergraduate Collection**, that is, a formal progress meeting with subject Tutors in the presence of the Warden and Senior Tutor, and will receive a report on academic performance. It is expected that undergraduates will make every effort to attend at the time allocated.
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 Academic Office. Where appropriate, Directors of Study will propose prizes for good performance. Tutors will normally return collections by Friday of 2nd Week.

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 the link to the online document 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. All requests for alternative examination arrangements in college Collections and public examinations (including requirements based on disability, religious obligations and welfare issues) should be addressed to the Academic Registrar at the earliest opportunity, and at the very latest by the end of the 4th Week in the term preceding the term in which the papers are to be sat.

14. 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 Warden as a formal complaint, in line with the College's Complaints and Appeals Procedure<sup>2</sup>.

Undergraduates may also take a concern related to academic or other matters to a Tutor in their subject, the Senior Tutor, the Chaplain, or the Welfare Adviser.

## 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 34.

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.

3. The College Adviser can:

- provide pastoral support, for example on health, personal or coping issues, and/or direct to appropriate persons for assistance;
- monitor progress, by discussing University supervision reports and by being available for consultation, either in person or by email;
- discuss any problems or difficulties a graduate may be experiencing in their Department or Faculty, and/or with their supervisor;

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<sup>2</sup> See Appendix 8

- consult the Dean of Graduates/Senior Tutor if there are concerns about academic progress and if a graduate appears to be experiencing difficulties with their academic work;
- offer guidance on sources of support available within the College and University.

4. In addition the College Adviser may be able to offer advice on academic-related matters such as: applications for research funding, conferences and seminar attendance, publication and career plans.

5. The College Adviser is *not* expected to perform the role of the Department or Faculty Supervisor(s), and is not responsible for directing the graduate's academic work or for giving detailed academic guidance.

6. Graduates will first meet their College Adviser during their first term, and are encouraged to contact their College Adviser as and when they need advice or help. (They should also feel free to consult other college officers as necessary.)

7. The College Adviser may be changed during periods of sabbatical or other academic leave. Should there be reasons to seek a change of Adviser, graduates should contact the Dean of Graduates.

8. College Advisers would not normally be expected to provide academic references, as others are better placed to do so. They might provide a reference for other purposes, such as Junior Deanship, or a character reference.

9. The Dean of Graduates and College Advisers have access to the academic progress reports submitted via Graduate Supervision Reporting. Graduates are invited to attend an annual **Graduate Progress Meeting** with the Warden, Dean of Graduates and their College Adviser. The aim of these meetings is to monitor academic performance and, if required, provide advice and guidance. They are also an opportunity for graduates to provide direct feedback. These meetings are compulsory for all students who are on the first year of their current course, and are optional for students on the second or a later year of their current course. Graduates may view and comment on their own reports via Graduate Supervision Reporting: [www.admin.ox.ac.uk/gsr](http://www.admin.ox.ac.uk/gsr).

## 7. UNDERGRADUATE 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 end of each term to the recipient's '**battels**', the traditional terminology for each junior member's personal account with the College.
6. Undergraduates awarded a Postmastership or Exhibition are entitled to wear a Scholar's gown at such occasions where an academic gown is required.
7. 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 or 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 on the College website [www.merton.ox.ac.uk/graduate/graduate-scholarships](http://www.merton.ox.ac.uk/graduate/graduate-scholarships) and through the University's online funding search tool, available at <https://www.ox.ac.uk/admissions/graduate/fees-and-funding/fees-funding-and-scholarship-search/search>. Many of these are funded or part funded by donations from Mertonians, through the work of the Development Office. Those who receive a scholarship or prize which has been funded in some part by a donor may therefore be asked to write a report on their studies, which will then be forwarded to the donor by the Development Office.
2. 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.
3. 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**

### **The Oxford Bursary scheme**

1. The Oxford Bursary scheme offers non-repayable support to Oxford undergraduates from lower income households, to assist with the cost of attending Oxford. The scheme is funded jointly by the University and the Colleges (in Merton's case by alumni donations). The type and level of support available varies depending on when a student started their course. Students from the UK and ROI who started their course in or after 2012 are eligible to be assessed for an Oxford Bursary. Further information is available at <https://www.ox.ac.uk/admissions/undergraduate/fees-and-funding/oxford-support>. UK-resident students studying for their first undergraduate degree with an annual household income of £27,500 or less, will be offered the University-funded Crankstart Scholarship.

As the Oxford Bursaries are part-funded by generous donors, bursary recipients may be asked by the Development Office to submit a report on their studies at some point during the year.

## **Book grants**

2. The College will make a grant of up to £100 p.a. towards the cost of books required for academic work and approved by each junior member's Tutor or Supervisor. The purchase of e-books, e-readers, electronic materials, dvds, software and sheet music are also included in the scheme. Details on how to apply are available on the college intranet under 'Financial Support'. Grants will be awarded to junior members who are on a year abroad, but not to those whose status is suspended or lapsed.

3. Copies from books and journals will qualify for the book grant at the rate of 5p per sheet (or at a higher rate if 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**

Please note that applications for travel grants will not be supported where the Foreign, Commonwealth & Development Office indicates that the location is unsafe for travel.

Where grants are awarded to enable travel, recipients must obtain travel insurance applicable to the planned activity and destination, to cover contingencies such as: medical expenses, trip cancellation or delays, and lost or stolen baggage. For details of the travel insurance provided by the University, please refer to [the Finance Division's Travel Insurance webpages](#).

4. The College makes a limited number of grants to undergraduates for the purpose of travel which has an educational benefit. Details on how to apply are available on the College intranet under 'Financial Support', and applications must be made by the Friday of the 4th Week of the term preceding the proposed travel using [the form on the College intranet](#). A further round of funding happens in the Long Vacation; the deadline will be circulated by the Student Support Administrator. Undergraduate Travel Grants are normally only given once, and not for activities taking place after 8<sup>th</sup> Week of the final Trinity term. Clinical Medical students going on medical electives are considered as graduates by the College and therefore should submit an application for a Graduate Research Expenses Grant (see paragraph 7).

5. The College makes a limited number of Gerry Grimstone Travel Awards to undergraduate or graduate students to undertake travel, preferably abroad. The grants, of up to £2,000 each, are not intended to fund student holidays, but are instead intended to support worthwhile travel that meets one or more of the following criteria: academic development (but not conferences, archival or laboratory work); social justice and engagement; intellectual or personal development. Priority will be given to applications with an academic component. Students who have already held an award may not apply again. Awards will not normally be made for activities taking place after the end of 8th week of the final Trinity term (undergraduates); after thesis submission (DPhil students); after the date of the final assessment or end of the course, whichever is earlier (all other graduates). Details on how to apply are available on the College intranet under 'Financial Support', and applications must be made by the Friday of the 4th Week of Trinity term using [the form on the College intranet](#).

6. Modern linguist undergraduates are eligible to apply to the Student Support Sub-Committee for travel grants to assist with a shortfall in income for expenses associated with their year abroad, and vacation travel to countries whose languages they are studying. Details on how to apply are available on the College intranet under 'Financial Support', and applications should normally be made by the Friday of the 4th Week of Trinity term using [the form on the College intranet](#). It is expected that students will apply for all funding for which they are eligible (e.g. Student Loan, Erasmus/Turing Scheme grant and applicable Faculty grants) as well as applying to the College, and must inform the College of any other funds received or expected. If a student finds themselves in unforeseen financial difficulty during the course of their year abroad, it will be possible for them to apply for (additional) College funds. If a student receives financial assistance for their year abroad, this will not make them ineligible to apply for a travel grant which is unrelated to their course.

### **Graduate research expenses grants**

7. Graduates are offered a set amount of funding for research activities for the duration of their degree course, and are welcome to apply for the grant at any point during their studies. The total sum for which a graduate is eligible is related to the length and type of their degree course, and including any agreed extensions. Graduates may make an application for some (or indeed, all) of their allocation in any term of study, up to and including their final term. If a graduate starts a new course of study, they will be eligible for the allowance pertaining to that course, but will not be entitled to roll over any unspent allowance from the previous course of study. Awards will not normally be made for research activity taking place after thesis submission.

8. The College will at its discretion pay a supplementary travel grant to 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, but is still required to pay for their accommodation while absent. The grant is payable in addition to any research or other grants that are awarded to the graduate in the academic year. The grant payable to any graduate for this purpose is £300 in any academic year, and if awarded will be credited to battels at the end of the academic year to which it relates. To qualify for receipt of grant, the graduate, if living in college accommodation, must first pay the full annual charge. Successful applicants are required to complete arrival and departure cards at the beginning and end of the period of absence, return the keys to the Merton Street Lodge on departure and not return to the accommodation (except in emergency and by prior agreement) at any stage during the period of absence. If the graduate is living in private rented accommodation, the grant will be made as a BACS transfer and evidence of payment of rent during the period of absence must be provided.

Details on how to apply are available on the College intranet under 'Financial Support', and applications should be submitted using [the form on the College intranet](#) at by the Friday of the 4th Week of the term preceding the proposed research or by the deadline in the Long Vacation stipulated at the end of Trinity term by the Student Support Administrator.

9. Historians studying any period since 300 AD who are in residence at Merton and are engaged in an M Phil or D Phil (including PRS) are eligible to apply for the Rajiv Kapur and Dacre Trust Research Awards. One Rajiv Kapur award worth £1,000 will be made in 2022-23 to cover research expenses, which may include travel to visit archives,

conference attendance, books, computer software or any other research expenses approved by the College. The award will be made to a particular student only once during his/her time at Merton. Two Dacre Trust awards worth £300 each will be made in 2022-23 to cover research expenses, which may include travel to visit archives, conference attendance, books, computer software or any other research expenses approved by the College. Both the Rajiv Kapur and Dacre Trust awards will be made on merit and the recipients will be decided by a small committee consisting of Merton history tutors and other relevant College representatives. Those wishing to apply for either or both awards should submit a one-page description of how they would use the awards to support their research, counter-signed by their supervisor, to the Academic Registrar by 5.00 p.m. on Wednesday of 8th Week, Hilary term.

10. The College expects to make a small number of grants, in the form of Doctoral Completion Bursaries, to assist graduates in the completion of their theses, particularly if the thesis is likely to be submitted in a reasonably short time. Alternatively, requests for grants towards other major and exceptional expenses may also be considered, if these cannot be reimbursed from regular funding authorities. This bursary cannot be used towards the cost of thesis printing or binding. Priority will be given to applicants who have experienced difficulties or delays beyond what would normally be expected. Details on how to apply are available on the College intranet under 'financial support'. Applications should be submitted using [the form on the College intranet](#) and in addition completion of a College Hardship Form is required (also available on the intranet), which should be sent direct to the Student Support Administrator. The deadline is by Friday of 4th Week of term, or by the deadline in the Long Vacation stipulated at the end of Trinity term by the Student Support Administrator.

### **Undergraduate research grants**

11. The College is able to refund undergraduates for research expenses incurred in the preparation of coursework (including research projects, dissertations, theses, and extended essays) to be submitted for examination in the Final Honour School or fourth year of an integrated Master's course. Claims can be made up to the equivalent of the cost of eight out-of-College tutorials (currently £224.48). Undergraduates should complete the online application form at <https://intranet.merton.ox.ac.uk/student/financial-support/undergraduate-research-grant-application-form> with details of all receipts in order to obtain reimbursement through the Academic Office. 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. There is no deadline, but applications should be made as soon as possible once all expenses have been incurred, and before the end of your final term of study.

### **Clinical medical students**

12. 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. Details on how to apply are available on the college intranet under 'Financial Support', and claims must be approved by the Supervisor and submitted by Friday of 6th Week, Trinity term.



## Vacation residence grants for undergraduates

13. The College may at its discretion make grants to undergraduates for the purpose of vacation study<sup>3</sup>. Undergraduates may apply to the Academic Registrar by the deadline, currently 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. Students on courses with three years of residency are permitted to apply for up to 30 days of vacation study grant, and students on courses with four years of residency up to 40 days, over the duration of their degree programme.

## Hardship grants

14. The Student Support Sub-Committee is able to make grants from College funds to assist junior members in unforeseen financial need. Most of the College grants come from donations and bequests to Student Support from Mertonians. Applicants for College hardship funds should contact the Student Support Administrator to discuss their application.

There is a University Hardship Fund (Oxford Hardship Fund) to which Junior Members may apply. Details of deadlines, guidance and application forms are available [on the College intranet](#). Applications should be submitted to the Student Support Administrator who can also provide advice on the application process. Further details are available at <https://www.ox.ac.uk/students/fees-funding/assistance/hardship/ohf>

The University also offers a Student Support Fund (SSF) Bursary to help UK undergraduates who commenced their course in the 2020/21 academic year or later who may require financial assistance in a range of circumstances, ranging from a shortfall in their finances to help meeting additional exceptional costs. A non-repayable bursary of between £50 and £750 is available. Guidance and application forms are available [on the College intranet](#). Applications should be submitted to the Student Support Administrator who can also provide advice on the application process. Further details are available at: <https://www.ox.ac.uk/students/fees-funding/ug-funding/oxford-support/ssf>

Merton is committed to supporting the University's Stand Alone Pledge. Undergraduates without family support can apply for financial assistance from the College and should contact the Student Support Administrator for further information. First degree UK Undergraduates who are estranged from their family or who are care experienced, can also receive support from the University through a Care Experienced and Estranged Student Bursary. Further details are available on the University's Targeted Support page: <https://www.ox.ac.uk/students/fees-funding/assistance/targeted-support?wssl=1>.

## Master grants

15. 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. These funds cannot be used towards the cost of thesis printing or binding. Details on how to apply are available on the College intranet under 'Financial Support', and applications should be submitted using [the form on the College intranet](#) by Friday of 4th Week, or by the deadline in the Long Vacation stipulated at the end of Trinity term

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<sup>3</sup> See section 43 below

by the Student Support Administrator. Awards are normally only given once, and will not normally be made for activities taking place after the end of 8th week of the final Trinity term (undergraduates); after thesis submission (DPhil students); after the date of the final assessment or end of the course, whichever is earlier (all other graduates).

## Language courses

16. Support is available from the College for those undertaking courses at the University's Language Centre ([www.lang.ox.ac.uk/](http://www.lang.ox.ac.uk/)).

The College reimburses the full fee for the following courses:

- Languages for All: General/Intensive/Academic
- Languages for All: Calligraphy and Character Writing
- Priority Booking for Languages for All (General/Academic) courses
- English for Academic Studies
- Catch Up Brush Up courses (intensive courses in 9th Week)
- Other courses, such as 'Editing your thesis with Corpora', which may be offered by the Language Centre from time to time.

The College reimburses half of the fees for Fast Track courses.

Students successful in gaining a place on one of these courses should contact the Academic Officer, Rachel Wilkins, for further details.

## Tuition in Analysis for Economics undergraduates

17. The College offers tutorials in Analysis for any Economics undergraduates wishing to pursue Economics at post-graduate level. Further details are available from the Academic Registrar.

## Sports Grants

18. Funding is available for all College-representative sporting activity through the Amalgamated Clubs (so-called because it represents the joint sporting activities of Merton and Mansfield Colleges). Please see the College intranet for further details and an application form at [https://intranet.merton.ox.ac.uk/sites/default/files/page\\_attachment/AMALGAS\\_Application\\_0.pdf](https://intranet.merton.ox.ac.uk/sites/default/files/page_attachment/AMALGAS_Application_0.pdf).

19. Grants for sport to individual student members of the College are made for any activity recognised as a sport by Oxford University Sport Federation or by the International Olympic Committee (though not for sports equipment, tuition or coaching). They are intended to enable participation in non-College sporting activities, including membership and facility fees and travel costs. Merton is able to contribute to the costs of membership, facility fees and travel for those who play their sport at the University or higher levels. Funding is available (under a biannual scheme run in Hilary and Trinity terms) from the College Sports Fund to students competing in University sports and who (will) participate in a varsity match at first or second team level in the current academic year (the award of a Blue is not necessary). Please see [the College intranet](#) under 'Financial Support', for further details and an application form.



20. Please note that applicants for: Travel Grants, Graduate Research Grants and Master Grants should normally wait for the outcome of their application to the Student Support Sub-Committee before incurring expenses.

## 10. DATA PROTECTION

1. In order to fulfil its educational, pastoral and administrative responsibilities, the College collects, stores and otherwise processes personal data about junior members.
2. Data protection legislation, including the UK General Data Protection Regulation and the UK Data Protection Act 2018, imposes obligations on the College in relation to how the College processes personal data. In this context, "processing" your data includes various operations that may be carried out, such as collecting, recording, organising, using, disclosing, storing and deleting it.
3. Data protection law requires the College:
  - to process your data in a lawful, fair and transparent way;
  - to only collect your data for explicit and legitimate purposes;
  - to only collect data that is relevant, and limited to the purpose(s) we have told you about;
  - to ensure that your data is accurate and up to date;
  - to ensure that your data is only kept as long as necessary for the purpose(s) we have told you about; and
  - to ensure that appropriate security measures are used to protect your data
4. The College has published detailed information in "Privacy Notices" regarding what personal data the College may hold about you, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it. The student Privacy Notice can be found at Annex 11, and on our website at [www.merton.ox.ac.uk/privacy/student-data](http://www.merton.ox.ac.uk/privacy/student-data). Additional Privacy Notices covering others within the College and visitors to the College (such as alumni and College staff) are also available on the website.
5. The Dean and Keeper of the Statutes is the College's Data Protection Officer. If junior members have any questions regarding the content of Privacy Notices, or other questions regarding data protection issues, please contact [dpo@merton.ox.ac.uk](mailto:dpo@merton.ox.ac.uk)

## 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 undergraduates 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 Dean and Keeper of the Statutes (in relation to the College's responsibilities under the Education Act 1994 generally) and by the Senior Treasurer of the JCR and the Dean of Graduates respectively in relation to the monitoring of expenditure and the conduct of elections.
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. Withdrawal from membership will disqualify junior members from standing for office, voting at or attending meetings of the JCR or MCR, but those who have withdrawn retain access to the services and facilities of the JCR and 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 Room<sup>4</sup>, the Bar and the Games Room, and also the Pavilion and communal laundry and other facilities.
10. Complaints about the management of the JCR or MCR should be made in accordance with the complaints procedures of the JCR and MCR, which can be found in their respective Standing Orders. This includes the possibility of referring an unsatisfied complaint to the Senior Treasurer of the Junior Common Room or to the Dean of Graduates.
11. Persons who are doing research in Oxford at a senior level but who are not reading for Oxford degrees and are not members of another College, Hall or Society of the University and persons who are reading for postgraduate degrees of other universities who are visiting Oxford for a short period to work with a Fellow of the College shall be eligible for selection as Associates of the Middle Common Room in Category A. Persons who have been Junior Members of the College within the preceding five years and are engaged in a programme of study at any university and are resident in Oxford, and persons who are the domestic partners resident in Oxford of members of the Middle

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<sup>4</sup> 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.

Common Room who are also resident in Oxford are eligible for selection as Associates of the Middle Common Room in Category B. An Associate in Category B may be reading for a degree of the University and may be a member of another College, Hall or Society of the University.

12. Any Fellow or Officer of the MCR may nominate a person who is not a junior member as an Associate of the MCR, but a person who is being considered for selection in Category A must be sponsored by a Fellow who has knowledge of the proposed Associate's academic background. The Dean of Graduates and the President of the Middle Common Room shall review the nominations and shall agree on those to be selected as Associates. In making their selection they shall seek the advice of the Graduate Officer and the Treasurer of the Middle Common Room. The details of the privileges enjoyed by Associates of the MCR are set out in Bylaw V.11(d).

## 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 encouraged to discuss welfare concerns with any member of the College welfare team: the Chaplain, the College Nurse, the Welfare Adviser, or the Junior Deans for Welfare. The JCR and MCR elect a number of welfare representatives who also provide support to junior members. Further information is available at <https://intranet.merton.ox.ac.uk/content/health-welfare>.
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 or the Dean of Graduates in the case of graduates.
4. Concerns about harassment may be discussed with special College advisers<sup>5</sup>.
5. In urgent cases, College officers will endeavour to see junior members immediately or as soon as possible. For urgent, out-of-hours (6.00 p.m. – 9.00 a.m.) welfare support, ring the welfare mobile: 07762 906913. A call forwarding system will connect the call to a member of the welfare team or other College officer on duty.
6. The College adheres to the statutory principles of privacy and respect for confidentiality, most recently defined in the Human Rights Act 1998, the UK General Data Protection Regulation, and the Data Protection Act 2018. Accordingly, information given in confidence by a junior member to an adviser<sup>6</sup> 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

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<sup>5</sup> See section 36 below

<sup>6</sup> 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 Junior Deans for Welfare, Welfare Adviser, 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.

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.

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 email 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. If a student wishes to see a BAME counsellor, this can be requested. Further details are published on the University website at [www.ox.ac.uk/students/welfare/counselling](http://www.ox.ac.uk/students/welfare/counselling).

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 suspension, might be made to enable the student to continue to benefit from the course.

18. Undergraduates do not have an automatic right to suspend study, though the College will consider sympathetically requests on medical or other welfare grounds and make reasonable adjustments (including with regard to these procedures) in cases

covered by the Equality Act 2010. The College's procedures on Suspension are set out in line with Bylaw XI D in Appendix 6.

19. The University has established a common framework across departments/faculties and colleges for cases where questions arise as to whether a student is fit to study, or to return to study after a period of leave on account of medical, psychological, or emotional problems. Most such cases are dealt with under the College's own procedures, set out in line with Bylaw XI D in Appendix 6, but there is also an overarching Fitness to Study Panel to which serious and difficult fitness to study cases can be referred if all other normal procedures at college or university level have been exhausted or are inappropriate. Further information is available at [www.proctors.ox.ac.uk/handbook/handbook/](http://www.proctors.ox.ac.uk/handbook/handbook/).

20. The College has adopted a Student Maternity and Paternity Leave Policy, details of which may be obtained from the Senior Tutor.

### 13. MEDICAL

1. An induction session by the College Doctors and College Nurse is arranged for all new junior members at the start of the academic year.
2. The College Nurse attends in the Surgery, Grove 1.3 from 0th to 9th Week of term on the following days/times:
  - Monday from 9 a.m. to 2.45 p.m.
  - Tuesday from 9 a.m. to 2.45 p.m.
  - Thursday from 9 am. to 2.45 p.m.
  - Friday from 9 a.m. to 2.45 p.m.

Please check the College website as these times may change during the term. During working hours the Nurse can be contacted by telephone, 01865 (2)76320, or email [merton.nurse2@nhs.net](mailto:merton.nurse2@nhs.net).

3. The College Nurse is also available to talk to students about their mental health, and the College has a direct link with the University Counselling Service.
4. The College Doctor, Dr Laurence Leaver, and his partners Dr Mark O'Shea and Dr Joanna Lambert have their surgery at the Jericho Health Centre, New Radcliffe House, Walton Street, Oxford, OX2 6NW. Surgery hours are 8.30 a.m. to 6.00 p.m. Monday to Friday and pre-bookable appointments only on Wednesday and Thursday evenings from 6.30 p.m. to 8.30 p.m. Appointments should normally be made by telephone, 01865 311234, or through the College Nurse. The Surgery also offers an eConsult service via [the Practice website](#). Patients are encouraged to sign up for online access which can be used to book appointments, order prescriptions and check test results. Prescriptions can also be requested by emailing [jerichohc.prescriptions@nhs.net](mailto:jerichohc.prescriptions@nhs.net).
5. For a range of health-related resources please refer to [the College intranet](#).
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, and must register with a GP on arrival in the UK. 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. Junior members from overseas who will not be resident in the

UK for over six months must ensure that they have fully comprehensive medical insurance (covering full repatriation).

7. Our advice to students regarding provision of dental care has been amended due to the shortage of NHS dentists in the Oxford area. We suggest that if you are registered with a dentist in your usual place of residence that you maintain the registration. If you have a check-up or treatment planned, we suggest you schedule this for before you arrive in Oxford or during your vacation time.

8. There is a dental practice based at Oxford Brookes' Headington Hill Campus which is open to Oxford University students, called [Damira](#). Emergency treatment and extended work are available to both graduates and undergraduates (NB although subject to change, this practice has at present reached capacity and is therefore not currently accepting any new NHS patients). Students can also register for the services of [Bupa Dental Care Oxford](#), which is located on Beaumont Street.

9. Information on dental costs can be found at [www.nhs.uk/NHSEngland/Healthcosts/Pages/Dentalcosts.aspx](http://www.nhs.uk/NHSEngland/Healthcosts/Pages/Dentalcosts.aspx). Students eligible for NHS treatment are reminded to complete a HCI form for help with dental costs. Further details are available at <https://www.nhsbsa.nhs.uk/nhs-low-income-scheme>.

## 14. DISABILITIES

1. All queries concerning disability issues should be addressed, in the first instance, to the College's Disability Coordinator, who is the Academic Registrar. The Chaplain, as Disability Lead, oversees the College's provision.

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, arrangements relating to the Library and its resources, and official requests for alternative examination arrangements.

5. The College works in partnership with Departments and Faculties, the University Disability Advisory Service (see [www.ox.ac.uk/students/welfare/disability](http://www.ox.ac.uk/students/welfare/disability)) 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 particular requirements 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 Academic Registrar.

10. Small grants (normally up to the value of £300) are available to any junior member with a disability or long-term health condition (physical or mental). The grant is intended to support the purchase of study-related equipment, for example ergonomic furniture, IT equipment, software, or learning aids. In your application, you should explain how your need for the equipment is related to your disability or health condition. If you have any questions about the eligibility of your application please contact the Disability Coordinator prior to making any purchases. The application form can be found [on the College intranet](#).

If the applicant is not registered with the Disability Advisory Service, medical evidence of their disability or health condition will be required. Evidence from a range of medical professionals can be considered including psychologists, counsellors, physiotherapists etc. If the applicant is eligible for Disabled Students' Allowance (DSA), and their DSA covers the items they wish to purchase, they are expected to use their DSA before applying for a College Disability Grant. Applications will be considered in confidence by the Disability Coordinator and Chaplain (as Head of Welfare). Applications can be made more than once, but must be made before the end of the final term of study.

11. Merton is aware of its obligations to extend accessibility for people with disabilities. We should be very pleased to receive comments and suggestions. Those of a non-academic nature should be directed to the Domestic Bursar while those bearing on academic matters should be directed to the Senior Tutor.

## **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 any religious affiliation (or none) 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 Sub-Committee. He is generally available to members of the College on weekdays (except Fridays) and at weekends during Full Term.



7. The Associate Chaplain assists the Chaplain in the day-to-day running of the Chapel and has particular responsibility for the pastoral care of the Chapel community.

## **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, Holywell Street, Mansfield Road and Manor Place and accommodation for graduates (including second BA students) is located in Holywell Street, Mansfield Road and Manor Place. Accommodation for couples is provided in Iffley Road.

2. The college provides up to 324 rooms for undergraduate accommodation, which consists for 2022-23 of 230 standard rooms with shared bathrooms and 94 en-suite bedrooms, including one room that is fully adapted for wheelchair use. Up to 127 rooms are provided for graduate accommodation, which comprises 27 standard rooms with shared bathrooms and 92 en-suite rooms, including one room that is fully adapted for wheelchair use. Single accommodation usually comprises a bed-sitting room. The College also offers, for couples, 8 one-bedroom flats.

There are communal kitchens in all properties in Holywell Street and Manor Place and Mansfield 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, Rose Lane North Lodge, and in Rose Lane 5. Breakfast, lunch and dinner are available in Hall at the times specified in section 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 heating, and is furnished with carpets, curtains/blinds, bed, desk, desk chair, shelving, wardrobe or clothes hanging space and waste disposal and recycling bin (some accommodations have additional items of furniture).

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 requirements e.g. in the case of disability.

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

### **Services**

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

- (i) Empty waste bins every weekday, except for those for kitchen food waste (which are the responsibility of the resident students);



(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. Access to rooms must be given on designated cleaning days.

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

9. All accommodation offered to junior members is covered by the University wireless network data services; cabled Ethernet connections are considered on request and a practical or academic justification will usually be required. The exception to these data arrangements are residential properties that are let from time to time on a shorthold tenancy basis, which may have different facilities. Wireless and Ethernet use are free of charge. The College does not provide computer equipment for personal use.

10. 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 5. Laundry Cards are available from the machine located in the students' post room. Cards cost £2 and you will then need to top them up using the online system provided via the laundry provider, Circuit. Website and contact details are provided in each Laundry area together with the process required.

11. The College will endeavour to rectify minor failures in lighting or heating services within two working days of notification, and minor leaks to taps 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.

If you encounter any issues or problems during your time at Merton, these can be reported using the Service Desk via the intranet. There are currently five categories of reporting:

- IT Support;
- Health & Fire Safety;
- Housekeeping;
- Maintenance; and
- Lodge & Security

You can access the Service Desk via the intranet, at:  
<https://intranet.merton.ox.ac.uk/servicedesk>

Simply fill out a short form giving brief details of the problem, including the exact location, and click submit - you will then get an email with a ticket number for

reference, and the team responsible will contact you to help resolve the issue. You can even submit a picture or screenshot to help you explain the problem.

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 Head of Conference and Accommodation in the first instance and thereafter if required to the Domestic Bursar. Complaints about data network services should be referred to the IT Office in the first instance ([it-support@merton.ox.ac.uk](mailto:it-support@merton.ox.ac.uk)).

14. Any complaint that is not resolved to the satisfaction of a junior member within a reasonable time frame may be referred to the Warden as a formal complaint, in line with the College's Complaints and Appeals Procedure<sup>7</sup>.

### **Allocation of accommodation**

15. 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.

16. 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.

17. 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 the duration of their degree.

18. 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.

19. 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.

20. 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

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<sup>7</sup> See Appendix 8

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.

21. 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.

22. In allocating couples' accommodation, the College will give precedence to couples moving to Oxford from other locations. 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.

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

24. Graduates who live out (i.e. not in College accommodation) are required to advise the Graduate Officer of their Oxford term-time address and contact telephone number.

### **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.

Junior members may have one overnight guest in their rooms at a time, on the condition that this does not disturb their neighbours or have an unreasonable impact on their neighbours' use of shared facilities, such as bathrooms and kitchens. In any fourteen-day period, junior members are allowed an overnight guest on no more than three nights. It is not permitted that a junior member has a permanent or semi-permanent live-in guest. For reasons of fire safety, the guest has to be booked in at one of the Lodges, or using the on-line booking system, on each occasion and the junior member is responsible for the guest at all times.

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 via the Estates Bursary.

### **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 per stay. In the interests of fairness to all, junior members are not permitted to make consecutive guest bookings. It is twin-bedded, and can be booked online via the Merton Street Lodge. A charge is payable in advance. You are required to give 48 hours notice of cancellation or no refund will be given. Your University card must be valid when the room is occupied.

## **Power and water supplies**

All College electrical equipment will have at least a visual inspection before it is used. Routine inspection and preventative maintenance are essential if accidents are to be avoided.

28. In relation to portable electrical appliances, guidance contained in HSE Guidance Note PM32 "The Safe Use of Portable Electrical Appliances" will be followed. A copy will be kept in the Health and Safety file.

29. 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. Any electrical appliances to be used on the College site must be compatible with British power sockets and voltage levels (240v). Any adapters, if not new, should be tested to ensure they are not faulty.

30. 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 annually or biennially.

31. From Michaelmas Term 2020 all portable electrical appliances owned by students and used in College buildings will be tested once a year by a qualified electrician.

32. Appliances failing a safety check will not be allowed in College rooms. Any electrical appliance that appears to pose a safety risk will be isolated by College staff and/or Electrical Contractors and withdrawn from use at any time, whether it is supplied by the College or otherwise.

33. Any item deemed unsafe that is owned by a student, will be removed from the room and stored by the College. The student will be notified in writing that the particular item has been removed from their room due to safety reasons and given the choice of it being disposed of or returned to them when they leave their accommodation at the end of the current term.

34. 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.

35. The College will install residual current devices or miniature circuit breakers where possible to power supplies to College premises.

36. Safety checks on domestic water supplies and equipment are scheduled and carried out by a qualified engineer with all results recorded.

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

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

### **Quadrangles and pathways**

39. Most College quadrangles are stone paved and are kept clean and regularly sprayed with fungicide.

40. 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**

41. The College adheres where possible to the University's environmental policy which is published on the University website at <https://www.ox.ac.uk/about/building-our-future/environmental/strategies-policies>. In 2019 the College achieved the bronze level Green Impact award, details of which can be found at <https://sustainability.admin.ox.ac.uk/green-impact>.

42. 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.

43. 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.

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

45. 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.

46. 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.

## **Bicycles and cars**

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

48. 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 (further details and packs are available from the Porters' Lodge.)

49. 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, including residences in Holywell Street, Manor Road, and Manor Place, 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.

50. 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.

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

52. 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 Sports Pavilion. The following charges apply to all junior members:

- 1) 1-4 days: free
- 2) 5-7 days: £11.25
- 3) 8-14 days: £22.50
- 4) 8 week Term: £90
- 5) 8 week Term plus following Vacation period: £120

Payment can be made at the lodge or by bank transfer to the Bursary Termly and Term plus following Vacation parking has a rolling contract for which junior members will continue to be charged each term unless the lodge or bursary are duly notified. All junior member applications for car parking should be made to the Porters' Lodge in person or by email to [mclodge@merton.ox.ac.uk](mailto:mclodge@merton.ox.ac.uk).

## **17. SECURITY**

1. The Merton Street Lodge and Holywell Lodge main gates are locked by 11.00 p.m. Junior members are provided with electronic fob 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. Details regarding the College's use of CCTV and its treatment of personal data collected via CCTV, are published in the College Privacy Notice for College Security and CCTV, located on our website at [www.merton.ox.ac.uk/privacy/security-cctv](http://www.merton.ox.ac.uk/privacy/security-cctv).

3. Junior members are provided with room keys / electronic fobs and house or staircase keys. Entry phone 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 Alban's Quad which do not have staircase doors.

4. Undergraduate accommodation keys/electronic fobs for Merton Street and Precinct rooms are issued from the Merton Street Lodge. Undergraduate accommodation keys/electronic fobs for Holywell Street rooms and keys/electronic fobs for Graduate accommodation are issued from the Holywell Lodge. All other keys/electronic fobs are issued from the Merton Street Lodge.

5. Room keys/electronic access fobs 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. All junior members must:

- i. Not loan any room keys/electronic fobs to any other person including college members;
- ii. Not swap any room keys/electronic fobs with other college members without authority from the Accommodation Manager and in their absence the Head Porter;
- iii. Not tamper with any room keys/electronic fobs or remove the tags;
- iv. Return complete and undamaged sets of keys/electronic fobs to the lodge on departure.

Junior members will be fined in accordance with Appendix 1 Tariff of Possible Fines if incomplete or damaged sets of keys are returned.

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. All junior members must:

- v. Not loan any room keys/electronic fobs to any other person including college members;
- vi. Not swap any room keys/electronic fobs with other college members without authority from the Accommodation Manager and in their absence the Head Porter;
- vii. Not tamper with any room keys/electronic fobs or remove the tags;
- viii. Return complete and undamaged sets of keys/electronic fobs to the lodge on departure.

Junior members will be fined in accordance with Appendix 1 Tariff of Possible Fines if incomplete or damaged sets of keys are returned.

8. Junior members who have lost, damaged or mislaid keys/electronic fobs and are unable to gain access to their rooms and/or College should attend or telephone the Merton Street Lodge on 01865 276310 or 07880 600921 and will immediately be issued spare keys/electronic fobs. In the case of lost/mislaid keys/electronic fobs, junior members have 24 hours from the time the spare keys/electronic fobs are issued to return the spare key or fob to the main Lodge. If that key or fob has not been returned to the main Lodge in that time the junior member in question should email [headporter@merton.ox.ac.uk](mailto:headporter@merton.ox.ac.uk) 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 a further 24 hours from the time of the Head Porter's email, that person will be fined in accordance with Appendix 1 Tariff of Possible Fines.

9. The main College site in Merton Street is open to the public and University members Monday to Friday 2pm-5pm (last entry 4.30pm) & Weekends 10am-5pm (last entry 4.30pm) except during the Christmas vacation and other set dates for key events (see updates on college website).

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 Alban's 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. Guests of junior members are not permitted into the college libraries or student post room.

## **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. The Student Support Sub-Committee is unable to assist junior members who failed to take out personal property insurance.

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 of 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.

## **Travel Insurance**

10. Junior members who are awarded College grants to enable travel (for academic or non-academic purposes) must obtain travel insurance applicable to the planned activity and destination. The insurance must cover contingencies such as medical expenses, trip cancellation or delays, and lost or stolen baggage. For details of the travel insurance provided by the University, please refer to: <https://finance.admin.ox.ac.uk/travel-insurance>.

## 19. LIBRARIES, COMPUTER ROOMS, SPORTS AND MUSIC FACILITIES

### Libraries<sup>8</sup>

1. The main College Library is in the Old Warden's Lodgings (OWL) in Merton Street and houses collections relating to the majority of subjects taught at Merton. There are additional open-access collections and study spaces in the Lower Library in Mob Quad. The Library aims to provide a selection of essential reading list books for undergraduate and some postgraduate areas of study. All members of the college are welcome to use the library collections and study space, and to suggest books for purchase, using the online form <https://intranet.merton.ox.ac.uk/library/suggest-book>. Multifunction printers are located on the ground floor of Old Warden's Lodgings and in the computer room of the Lower Library in Mob Quad. 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 in the Library section of the college intranet <https://intranet.merton.ox.ac.uk/library>.

2. Opening hours for College Libraries during term and vacations (other than College closure periods) are as follows:

#### Old Warden's Lodgings

7.30 a.m. – 2.00 a.m.

Information desk/Library office: Monday – Friday 9.00 a.m. to noon and 1.00 p.m. to 5.00 p.m.

#### Lower Library Mob Quad

7.30 a.m. – 2.00 a.m.

Temporary changes to these hours will be communicated as necessary.

### Computer rooms<sup>9</sup>

3. Communal computer rooms for use by junior members are on the ground floor of Old Warden's Lodgings, in the Lower Library in Mob Quad, and in the basement of Block A Holywell Buildings. The OWL/Mob Computer Rooms are accessible during library opening hours. Entrance to the Holywell Annex Computer Room is via electronic fob at any time.

### Sports Ground, Pavilion and Boathouse<sup>10</sup>

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, rowing ergometer room and changing areas.

8. The Pavilion also contains a bar and social area which is used for JCR and other activities.

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<sup>8</sup> See also section 39 below

<sup>9</sup> See also section 40 below

<sup>10</sup> See also section 47 below

9. Use of sports facilities is administered by the Amalgamated Clubs and the Boat Club. Claims for essential costs incurred by College sports teams may be submitted once a term to the Amalgamated Clubs. Further information is available at:

[https://intranet.merton.ox.ac.uk/sites/default/files/page\\_attachment/AMALGAS\\_Application\\_0.pdf](https://intranet.merton.ox.ac.uk/sites/default/files/page_attachment/AMALGAS_Application_0.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 Finance 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. Before using kayaks students must familiarise themselves with the rules applicable. These can be obtained from the JCR or MCR Admiral. In particular, students are required to wear both a lifejacket and helmet when using kayaks and are not allowed to go out if the Isis stretch of the Thames does not have a green flag status as advertised by OURCs. 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 1.

12. An air-conditioned Fitness Room is available to all junior members. It is located in Rose Lane and has both cardio-vascular and resistance equipment. The fitness room is open from 7.00 a.m. until 10.00 p.m. On completion of an induction (available at the start of each term), a gym card will be issued to all junior members at the Merton Street lodge once a disclaimer has been signed. The issue of the first gym card to all junior members is free and must be returned at the completion of their studies. Replacement gym cards are charged at £5 per card. Appropriate clothing and shoes must be worn at all times when using the facilities. Junior members' guests including other University members are not permitted to use the facilities. Rules for the use of the Fitness Room are on display and must be followed at all times. Further details are available from the JCR Sports Rep.

13. The Student Support Sub-Committee welcomes applications for Master Grants to enable participation in non-College sporting activities, including membership and facility fees and travel costs. Applications should be submitted using the form on the college intranet at <https://intranet.merton.ox.ac.uk/student/master-grant-application-form> by Friday of 4th Week, or by the deadline in the Long Vacation stipulated at the end of Trinity term by the Student Support Administrator. Awards are only given once, and, in the case of final year students, not for activities taking place after 8<sup>th</sup> week of the final Trinity term<sup>11</sup>.

## **Music**

14. Students at Merton have access to 3 Ensemble Rooms and 2 Music Rooms in staircase 4 of St Alban's Quad. These practice rooms were refurbished in early 2017 and all five rooms include a Yamaha B2 piano. Whilst these rooms are available on a first-come-first-served basis, they can be booked in advance if you need to rehearse in a particular room. First study pianists (i.e. music students for whom piano is their first

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<sup>11</sup> See also section 9 above

instrument) are able to book time on the College's Steinway which is housed in the TS Eliot Theatre.

15. The College Music Society organises a regular concert series, including lunchtime recitals most weeks during term and occasional evening concerts. The Chapel, the TS Eliot Theatre and the Mure Room are all used for performances and occasionally the College joins forces with University College to perform a concert in the Sheldonian Theatre. The Fidelio Orchestra and Kodaly Choir are both student-led and offer all College instrumentalists and singers an opportunity to make music together. The College Choir consists of 30 undergraduate and post-graduate singers, many of whom are choral scholars. The choir sings services on Sunday, Tuesday and Thursday during term and is directed by the Director of Music.

16. The Student Support Sub-Committee welcomes applications for Master Grants for music tuition, for the repair and maintenance of musical instruments, and for participation in non-College musical activities. Applications should be submitted using the form on the college intranet at <https://intranet.merton.ox.ac.uk/student/master-grant-application-form> by Friday of 4th Week, or by the deadline in the Long Vacation stipulated at the end of Trinity term by the Student Support Administrator. Awards are only given once, and, in the case of final year students, not for activities taking place after 8<sup>th</sup> week of the final Trinity term<sup>12</sup>.

17. Six Music Awards are available to members of the MCR and JCR and are of the value of £450 per annum. An award may be held for up to three years, and will be reviewed annually. Award-holders are expected to contribute to College music-making in both practical and administrative ways. This may include directing and managing the Kodaly Choir, the Fidelio Orchestra and the lunchtime concert series. Music Award holders are encouraged to promote music-making at every level. Auditions take place early in Michaelmas Term and are conducted by a panel convened by the Director of Music.

## **Multi Faith Prayer Room**

18. A Multi faith prayer room can be found on the lower ground floor of staircase 4 in St Alban's quad. It provides a quiet space for prayer or reflection to all members of College, without booking. Entry is via your entry fob; users are asked to change the door sign to indicate when the room is in use. A hand basin and wudu washing station is provided, and the adjoining room has soft furnishings, dimable lighting, prayer mats and LED candles.

## **Withdrawal of library, computer, sports and music facilities**

19. 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:

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<sup>12</sup> See also section 9 above

|           |                    |  |
|-----------|--------------------|--|
| Breakfast | Monday to Saturday | 8.15 a.m. - 9.15 a.m. (8:30-9:00am during vacations)       |
|           | Sunday Brunch      | 11.30 a.m. – 12.30 p.m. (11:30am-12:30pm during vacations) |
| Lunch     | Monday to Saturday | 12.00 p.m. - 1.30 p.m. (12:00-1:00pm during vacations)     |
|           | Sunday Brunch      | 11.30 a.m. – 12.30 p.m. (11:30am-12:30pm during vacations) |
| Dinner    | Monday to Sunday   | Supper 6.00 p.m. - 6.15 p.m. (6:30pm during vacations)     |
|           | Monday to Friday   | Formal Hall 7.15 p.m. (during full Term only)              |
|           | Sunday             | Formal Hall 7.30 p.m. (during full Term only)              |

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

3. 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, or equivalent.

4. Students and their guest attending Formal Hall are expected to be seated by 7.15pm (7.30 Sunday) Late attendees may not be allowed to join the dinner (no refund issued)

5. The following Latin Grace is read before Formal Hall by a Postmaster, Exhibitioner, or Graduate Scholar or in their absence by a Fellow:

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 meals through the college intranet at <http://epos.merton.ox.ac.uk>.

7. New Junior members will have their meal accounts credited with £20 which will be added to their first battels bill. After that advance payments, minimum £20, may be made online through the meal booking system, or by cheque, cash, or most debit and credit cards at the Finance Bursary. Any unused credits will be refunded on battels at the end of the course of studies.

8. Booking for meals must be completed by 10.30 a.m. for the following day and 10.30 am on Friday for Saturday, Sunday and Monday. There are restrictions on the numbers that may book in for supper and Formal Hall.

9. 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.

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

11. Formal Hall seats can be reserved (reservation for a minimum of three attendees) by contacting the Head Steward in advance on [malgorzata.skalik@merton.ox.ac.uk](mailto:malgorzata.skalik@merton.ox.ac.uk)

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

13. Copies of the menu (subject to last minute changes due to unavoidable circumstances) are published on a weekly basis on the intranet and online booking system.

14. Junior members can keep up to date with the Merton Kitchen by following its Facebook page, [www.facebook.com/MertonCollegeKitchenOxford](https://www.facebook.com/MertonCollegeKitchenOxford).

15. The kitchen is very happy to make every effort to exclude the fourteen notifiable allergens from dishes when requested to do so. All the staff have received training & are well aware of the allergens & where they typically occur. However all meals in College are prepared in the same kitchen & we make extensive use of multiple ingredients every day. Therefore, although we take great care we cannot guarantee that our food won't contain traces of allergens.

Please also be aware that where you have the opportunity to serve yourself (typically at breakfast & lunch) foods can be mixed, serving utensils can be moved from one dish to another & seeds etc. on bread for example can drop onto other things.

In addition, to avoid any possible mix up, junior members with a medical allergy to any of these allergens must identify themselves to the Dining Hall Supervisor before the meal begins and ask a member of the Catering/Dining Hall/Waiting staff if the food provided is safe for them before they start eating.

Junior members who are medically allergic to any of the 14 allergens listed must indicate this each and every time they sign in for a meal in College. The allergens are: cereals containing gluten, crustaceans, molluscs, eggs, fish, peanuts, nuts, soya, milk, celery, mustard, sesame, lupin, and sulphur dioxide (at a level above 10mg/kg or 10mg /litre). We are currently unable to exclude any other ingredients than those listed.

PLEASE NOTE: if you request an alternative meal which is different to the standard, including a meal free from allergens, vegan, kosher or halal, & do not attend to eat it we may apply a further charge to your meal account to compensate for the extra work and preparation.

Halal and Kosher food is available on request at breakfast, lunch and early supper in a simple version. Please pre-book for Formal Hall when the meal will be served in a thali style. Members of College can choose various options (subject to availability) which will be listed on the booking system.

## 21. POST AND EMAIL

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. Courier deliveries/parcels will be signed for by lodge staff and put in the mail room.

If any item of mail is too large for the junior members' mailbox, it will be placed underneath and a named/dated slip placed in their mail box as means of notification. If the item is of such high value, too large and/or fragile to be placed in the mail room, lodge staff will notify the junior member by email to collect the item from the lodge itself. Such items must be collected from the lodge with 48hrs of the junior member being notified. 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. All junior members must be aware that Lodge staff may request to see identification before an item of mail may be released.

The junior members' mail room is for mail only and not for the storage of personal items. Any personal items found in the mail room will be removed by lodge staff and placed into found property. It is the responsibility of the junior members to keep this area tidy and to dispose of their mail packaging into the bins provided.

It is the personal responsibility of junior members to destroy all personal data hard copy records including names, addresses, phone numbers, email addresses, bank details etc either by means of shredding and/or placing such data records in confidential waste bins provided for that purpose.

The College's postal address is Merton College, Merton Street, Oxford, OX1 4JD.

2. Any written communication from the College to a junior member who is in residence (see section 28 below) will be delivered to her or his pigeonhole at the Merton Street Lodge.

3. Each junior member is allocated an email address in the domain @merton.ox.ac.uk by the University IT Services. Written instructions concerning the activation and use of email will be issued at the start of each academic year and are available at <http://help.it.ox.ac.uk/nexus365>.

4. Any electronic communication from the College to a junior member who is in residence (see section 28 below) will be delivered to her or his email address in the domain @merton.ox.ac.uk.

5. At the end of residency, the Lodge uses information provided on the central University student self-service portal to forward on mail. It is the junior member's responsibility to ensure these records are updated regularly with the correct current address for forwarding mail. In the event an address is not provided, all mail is returned to sender. The self-service portal can be accessed here: <https://www.ox.ac.uk/students/selfservice?wssl=1>



## 22. DEGREES

1. Information about presentation for and conferment of degrees can be obtained at [www.merton.ox.ac.uk/alumni-and-friends/alumni-information/degree-graduation-information](http://www.merton.ox.ac.uk/alumni-and-friends/alumni-information/degree-graduation-information).
2. Taught course students will receive an email invitation from the University's Degree Conferrals Team at the start of their final year with information about booking a degree ceremony. Research students granted leave to supplicate will also receive an email invitation from the University's Degree Conferrals Team with information about booking a degree ceremony. Further details are available at [www.ox.ac.uk/students/graduation/ceremonies/](http://www.ox.ac.uk/students/graduation/ceremonies/).

## 23. ASSISTANCE WITH VISA APPLICATIONS

1. The University's Student Immigration team is able to assist international students applying to extend their leave to remain in the UK. For further information see [www.ox.ac.uk/students/visa](http://www.ox.ac.uk/students/visa).

## 24. WEBSITE, INTRANET, SOCIAL MEDIA AND BRAND GUIDELINES

1. The College's online presence consists of the website, the intranet and the College's social media channels. These are maintained, managed and developed by the Web & Media Officer, in conjunction and consultation with other members of staff, Fellows and junior members as appropriate.
2. The website is the primary source of public information about the College; it is intended to reflect all aspects of College life and the Merton community, to engage and interest prospective students and members of staff, and to promote the College's activities and facilities to alumni, the wider academic community and the general public. Members are encouraged to visit the website regularly, to comment constructively on its content, structure and design, and offer suggestions and material for inclusion on the website.
3. The intranet (<https://intranet.merton.ox.ac.uk>) is the primary source of information for current members of the College. In order to access most information, documentation, and functionality on the intranet, users need to log in using their Oxford Single Sign-On credentials. On logging in students are recommended to navigate to the student homepage, which carries information and links of particular interest to the student body. Members are encouraged to visit the intranet at least once a day, as notifications and event listings are added frequently throughout the week. Anyone who wishes to submit content for inclusion on the intranet—for example, to promote a College club or society event or activity—should contact the Web & Media Officer. This handbook is available on the intranet as both a set of webpages and a downloadable PDF document. Application forms for grants, room booking, summer accommodation and many others can be found on the intranet. There is also a searchable contact list with staff and fellows' phone numbers and room locations.
4. The College's social media presence includes its Facebook page ([www.facebook.com/MertonCollegeOxford](http://www.facebook.com/MertonCollegeOxford)), Twitter account ([www.twitter.com/MertonCollege](http://www.twitter.com/MertonCollege)) and YouTube channel ([www.youtube.com/MertonCollegeOxford](http://www.youtube.com/MertonCollegeOxford)). Members are encouraged to 'like'—and



follow—the College on Facebook, to follow @MertonCollege on Twitter, and similarly to engage with the College on other channels where they themselves are active. There are a number of other College-related Facebook pages and Twitter accounts with which members may also wish to engage.

5. Requests and suggestions for content to be added to or shared via any of these channels should be sent to the Web & Media Officer ([webmaster@merton.ox.ac.uk](mailto:webmaster@merton.ox.ac.uk)), or made direct via the relevant channel (e.g. Twitter DM, Facebook message, etc.).

6. Members are reminded that they should conduct themselves in an appropriate manner when they are using social media and have identified themselves — either explicitly or implicitly — as having an affiliation with the College. Any member whose comments or behaviour online are deemed to have breached College Regulations, or to have otherwise brought the College into disrepute, will be subject to disciplinary procedures.

7. Photographs or films of individuals are the personal data of those individuals and must be processed lawfully, i.e., in accordance with the Data Protection Act 2018 and the UK GDPR, so far as they apply. Processing of personal data which is carried out by a natural person in the course of a purely personal or household activity is outside the scope of the UK GDPR. The extent to which posting to social media by a natural person (i.e., a human) will be construed as being carried out in the course of a purely personal activity is likely to be affected by the extent to which the general public has access to the post. However, posting to social media accounts operated on behalf of the JCR and MCR or by clubs and societies does not benefit from this exception and will be within the scope of the UK GDPR: those responsible for these accounts should therefore ensure that they have the consent of those who appear in photographs or films before posting them.

8. Any use of Merton College's graphic identity, including the College's coat-of-arms, its colours, logo, font and images, and the crests and logos of subsidiary groups (for example the JCR and MCR), should adhere to the College's design guidelines, available on the intranet at <https://intranet.merton.ox.ac.uk/designtoolkit>. All junior members wishing to use the College's coat-of-arm, colours, images, font and/or logo should contact the Alumni Communications Officer in the Development Office in the first instance.

## **25. DEVELOPMENT AND ALUMNI RELATIONS**

1. The College's Development Office has two main functions: to maintain contact with alumni, in their lifelong membership of the College and as part of a worldwide community of Mertonians, and to raise money to support the student experience and the core aims of the College set out in its founding statutes ("for the public benefit, to advance education, learning, research and religion"). The Development Director and Deputy Director of Development are the principal major gifts fundraisers for the College.

2. Whilst primarily responsible for alumni and external relations to the College, the Development Office provides the following opportunities and services for all students:

- A number of networking events each year, which provide the opportunity to meet a diverse range of alumni;
- The opportunity to volunteer or work at various events;

- Employment opportunities within the context of the College's Telephone Campaigns (roughly two per annum) and administrative work in the Development Office;
- A range of publications, summarising College news (for which student input is warmly welcomed);
- Advice on using Merton College branding for publications or in any other instances (via the Alumni Communications Officer, brand guardian for the College);
- Opportunities to connect with alumni in the context of career mentoring;
- A range of College Merchandise which is available for purchase from the Lodge or Development Office;
- A Returners' Dinner in Hilary term for the finalists of the previous Trinity term and in recognition of the Leavers' Gift.

3. Current students are welcome to come to the Development Office or contact staff if they have feedback, suggestions, or ideas from their own experience which they think could be of interest to the wider Merton community beyond the College walls.

## **REGULATIONS APPLYING TO JUNIOR MEMBERS**

### **26. 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 email when implemented.

### **27. AMENDMENTS TO REGULATIONS**

1. College regulations will be reviewed at least annually in Trinity term by the Senior Tutor, Principal of the 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 and Graduate Committee after reference to the Statutes and Bylaws 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 and Graduate Committee after reference to the Statutes and Bylaws Committee.

### **28. COMMUNICATION**

1. Junior members must regularly check their email both in term and during the vacation, and check their pigeon holes regularly when they are in Oxford.
2. Junior members must respond promptly to communications from Fellows, College staff, and the University.
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 email 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.

## **29. ENFORCEMENT OF REGULATIONS**

### **Principal of the Postmasters**

1. The Principal of the Postmasters is responsible for general discipline among junior members, and is assisted by the Deputy Principal of the Postmasters.
2. The Warden and Tutors' Committee may, in the event of the ill-health or other unavailability of the Principal of the Postmasters, nominate a member of the Governing Body to act in their stead. Throughout these regulations, references to the Principal of the Postmasters shall include any such nominee.
3. The Principal of the Postmasters and the Deputy Principal of the 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 the Postmasters may refer to the Disciplinary Panel any case which appears to warrant a more severe penalty. The Disciplinary Panel normally consists of the Warden (or the Warden's nominee) who shall ordinarily chair the Disciplinary Panel and four other members of the Governing Body, 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 who have been fined less than £150 may make written representations to the Deputy Principal of the Postmasters within two days and thereafter appeal in writing to the Principal of the Postmasters. Junior members may appeal to the Disciplinary Panel against fines greater than £150. They are advised that the Principal of the Postmasters or the Disciplinary Panel 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 the Postmasters also has the power, after consultation with the Senior Tutor, to suspend the right of access of a junior member from College premises and facilities. Suspension takes 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.
8. The Principal of the Postmasters or the Deputy Principal of the 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 when due, are lost

or damaged by junior members, or if there has been a serious or recurring breach of library regulations.

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

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

### **30. RESIDENCE**

1. New undergraduates (excluding second BA students) must arrive into residence at the College by 5.00 p.m. on Monday 3 October 2022 and must attend a Ceremony of Admission to the College on Tuesday 4 October at 6.00 p.m. Those who are unable to attend for any reason should advise the Academic Registrar in writing. It is possible on request for international undergraduates to arrive early; please contact the Head of Conference and Accommodation to arrange this.

2. New graduates (including second BA students) must arrive into residence at the College by 5.00 p.m. on Friday 30 September 2022 and must attend a Ceremony of Admission to the College on Monday 10 October at 6.30 p.m. Those who are unable to attend for any reason should advise the Academic Registrar 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<sup>13</sup>, 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 Academic Registrar must be notified. In order for the college to be able to make plans for the use of its accommodation, the Academic Registrar 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.

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 Registrar 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.

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<sup>13</sup> College terms, covered by the standard accommodation charge, run from Thursday of 0th Week to Saturday of 8th Week inclusive. See section 43 below.

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 Finance Bursary and the Academic Office of their current residential address and telephone number by updating their individual record on Student Self-Service.
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 Registrar 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 Registrar 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.

### 31. MATRICULATION AND ACADEMIC DRESS

1. New junior members must attend the University Matriculation Ceremony on Saturday 15 October 2022, and must assemble for a College matriculation photograph in Front Quadrangle 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.<sup>14</sup> New junior members in particular should note **that they will not be permitted to matriculate** if they are not correctly dressed.
3. Junior members who are prevented from attending the Matriculation Ceremony by ill-health or for any other good reason must inform the Academic Registrar in writing.

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<sup>14</sup> See [www.ox.ac.uk/students/academic/dress?wssl=1](http://www.ox.ac.uk/students/academic/dress?wssl=1). 'Subfusc' clothing must be worn with a gown and mortar board or cap, 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.

## 32. MEDICAL

1. On arrival in Oxford all junior members, other than those with a long-term condition or disability, are expected to register (either under the National Health Service or privately) with the College Doctor, or with some other practitioner in the Oxford area. Registering with the College or other local doctor will enable you quickly to access non-emergency medical treatment if you fall ill while in Oxford. The College Doctors are also familiar with University requirements and will be able to issue certificates to support applications for extensions to deadlines etc.
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 Academic Registrar in writing prior to coming into residence, and they must provide the Academic Registrar with details of the GP with whom they are registered.
4. New junior members are required to complete and submit the necessary registration documents (in the case of the College GPs, this process is online), if necessary with the help of their own doctor, prior to coming into residence.

## 33. 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.<sup>15</sup>
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 Undergraduate Collection with the Warden, Senior Tutor and their subject tutors;

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<sup>15</sup> 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.

(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;

(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 Academic Office, by checking their email, 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;

(xi) Carry out prescribed activities, such as practicals.

In instances where tutorials clash with undergraduates' religious commitments, it is possible to ask Tutors for the tutorial to be re-arranged.

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. The College may after following the procedures for formal written warning, academic probation, referral to the Academic Review Panel, and appeal set out in Bylaw XI A, 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 their 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.

7. 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.
8. A candidate who fails to satisfy the Moderators in their 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).
9. 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. Undergraduates have the right to appeal this decision on the grounds of exceptional circumstances, in line with Bylaw XI C as outlined in Appendix 5.
10. Undergraduates must sit the Second Public Examination in their subject at the earliest reasonable opportunity.
11. 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.
12. 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.
13. All undergraduates should be aware of the need to avoid plagiarism in their academic work. Definitions, examples and resources can be found at [www.ox.ac.uk/students/academic/guidance/skills/plagiarism](http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism).

### **34. 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 Graduate Committee.
3. Graduates are expected to apply themselves to their academic work to the satisfaction of their Supervisors.
4. Graduates must consult their Supervisors (in the case of research students) or Course Director or College Adviser (in the case of taught course students) before undertaking any non-academic activity which is likely to interfere with their academic work. The College expects its graduate students to observe the University's guidelines on paid work <https://academic.admin.ox.ac.uk/policies/paid-work-guidelines-graduate-students>.

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 whose status is lapsed by their department are required to hand their University Card in to the Academic Office. They will forfeit the right to access any College facilities during the period of lapse of status.

7. Graduates are required to attend a **Graduate Progress Meeting** with the Warden and Dean of Graduates in Hilary Term of their first year of their current course. These meetings are optional for students on the second or a later year of their current course. Meetings for students in their second year or above will be held in Trinity Term.

### 35. 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 Panel, the powers of which include requiring a junior member to reside out of College premises, imposing a fine or banning, rustivating or expelling<sup>16</sup> an offender. The Disciplinary Panel 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; harassment<sup>17</sup>; failure to comply with the provisions of the Code of Practice on Meetings and Events<sup>18</sup>; intentional or reckless damage to property; contravention of the College's Computer Regulations<sup>19</sup>; 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.

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<sup>16</sup> See section 33.6 above

<sup>17</sup> See section 36 below

<sup>18</sup> See section 37 below

<sup>19</sup> See section 40 below

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 the Postmasters.

7. Proceedings before the Disciplinary Panel are governed by Bylaw XI B of the College Bylaws, see Appendix 4.

### **36. HARASSMENT**

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

- (i) violating another person's dignity; or
- (ii) creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.

The recipient does not need to have explicitly stated that the behaviour was unwanted.

2. Merton College does not tolerate any form of harassment, bullying, or victimisation and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration.

3. The College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected.

4. Any member of the College community who feels they have been subject to harassment can make a complaint via the College's Policy and Procedure on Harassment, which can be found at: <https://www.merton.ox.ac.uk/college-policies>. See Annexe A for the Procedure in relation to complaints about staff or Fellows; and Annexe B for the Procedure in relation to complaints about students.

5. The College has designated two senior members whose names are listed in Section 49 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.

6. Any member of the College community who feels they have been subject to harassment can also contact the University Harassment Advisory Service for support. The Service is also available to those against whom an allegation of harassment has been made. Other sources of help and advice can be found at:

<https://edu.admin.ox.ac.uk/harassment-advice>.

### **37. FREEDOM OF SPEECH**

1. It is a requirement of law that junior members observe the Code of Practice on Meetings and Events (replacing the Code of Practice on Freedom of Speech) adopted in compliance with Section 43 of the Education (no.2) Act 1986. The Code of Practice on

Meetings and Events is set out in Appendix 10, and is also available at <https://compliance.admin.ox.ac.uk/prevent/code-of-practice-on-meetings-and-events>. The College's regulations on holding meetings or parties on college premises are set out in Appendix 7.

### **38. 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 except bottled water, or play games there. Students may not gather in the Fellows' Garden or Holywell Gardens between 12.30 a.m. and 6.30 a.m. without permission from the Deputy Principal of the Postmasters.
5. Junior members may play croquet but no other game on the Chestnut Tree lawn during Trinity term between the hours of 9.00 a.m. and 9.00 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 to be brought into College quadrangles, houses, rooms or corridors.
8. Bicycles, 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 £90 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 window or building, including water, particularly at members of the public.
11. No member of the College shall within any College building or within 100 yards of any College building or in the Fellows' Garden or any College garden or quadrangle throw, pour, spray, apply or use any thing or substance in a way which is intended, or is likely, (a) to cause injury to any person, or (b) to cause damage to, or defacement or destruction of, any property (whether or not with the consent of the owner of that property), or (c) to cause litter.

12. Junior Members must not, without the permission of the Chaplain or other person in charge, take photographs or make visual or sound recordings during any service, concert, or ceremony in the College Chapel.

### **39. 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. A guide to the libraries is available through the college intranet at <https://intranet.merton.ox.ac.uk/library>.

2. Books may be borrowed only by current members of the College. Exceptions may be granted by the Senior Tutor or by the Librarian, to whom written application should be made.

3. The Librarian, Deputy Librarian, Archivist and other library staff are happy to assist members of the college with research enquiries and with questions about access to other collections. The OWL Library is staffed Monday to Friday, 9.00 a.m. to noon and 1.00 p.m. to 5.00 p.m. Staff may be contacted by email to arrange consultations at other times.

4. Reference books and most 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'.

5. Each volume borrowed must either be issued to the borrower on the computerised issue system or, if the self service machine is out of service and no library staff are available, be signed out in legible handwriting on the self-issue slips and placed in the loan slip box.

6. It is an offence to remove a book from the Library without recording it on the computerised system or on an issue slip. Those who do not record volumes they remove will be fined and, if the offence is persistent, excluded from the Library.

7. Borrowers retain full responsibility for any books that they have borrowed from the Library.

8. No one may have in their possession more than twenty College Library books at any time without the permission of the Librarian or Deputy Librarian.

9. Books borrowed from the Library must be returned by 11.59 p.m. on the day on which they are due.

10. Term-time loan periods and renewal privileges for books from the general collection are as follows: undergraduates: 28 days, with three renewals online (but books borrowed or renewed after 4th Week will be due on Wednesday of 8th Week); graduates: one term, with three renewals online. Once the renewal limit is reached, books must be brought to the Library and discharged before being re-borrowed. Books borrowed for a vacation must be returned or renewed on or before the Wednesday of 1st Week of the succeeding term.

11. A book may be recalled if required by another reader. See Appendix 1 Tariff of Possible Fines.
12. Fines will be charged for the late return or renewal of books and non-book material. See Appendix 1 Tariff of Possible Fines.
13. All fines will be added to battels at the end of the term in which the fines have been incurred.
14. Students whose books are more than a term 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.
15. 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. Books not returned before a student leaves College at the end of their final term will be deemed 'lost', and the fine for lost books will apply. See Appendix 1.
16. It is a serious offence to mark or deface Library books or to use adhesive bookmarks in Library books. A fine for each damaged, defaced or lost book will be charged to the persons responsible for the damage or loss (normally the person to whom the item has been issued). See Appendix 1.
17. The Library workstation computers ("OPACs") are to be used only for access to library catalogues, e-journals and other electronic research resources. They may not be used for other purposes, including email, running applications or programming.
18. Readers of special collections material should consult a member of library staff if they wish to photograph Library or Archive items.
19. Damaged or defective items should be brought to the attention of library staff.
20. No food (including chewing gum) or drink, other than water in a lidded bottle, may be brought into the Library. Temporary exceptions may be made at the Librarian's discretion. Open containers of food or drink will be removed by staff immediately and discarded.
21. So far as is possible, silence should be maintained in the Library. Mobile telephones and other devices brought into the Library must be switched to silent mode. **The use of library spaces for video and/or telephone calls and meetings is not permitted.**
22. Personal possessions not needed for a reader's work should not be brought into the Library.
23. Library study space is limited and must be shared with others. Guidelines on whether and how books and papers may be left overnight in the Library may vary according to the term and will be posted. Readers are asked to follow these guidelines and normally should tidy books and papers when leaving the Library for more than a short break, so that others can use the desk space. Staff reserve the right to clear tables and desks when necessary.

24. 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. Members of College and up to two personal guests may attend the summer college tours provided by College Guides free of charge.

25. 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.

#### **40. INFORMATION TECHNOLOGY**

1. Junior members must observe both College and University regulations governing the use of computing facilities. University regulations can be obtained from the University of Oxford IT Services and are posted at [www.it.ox.ac.uk/rules](http://www.it.ox.ac.uk/rules).

2. The Principal of the Postmasters or Deputy Principal of the 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 Panel. In some circumstances, junior members may be subject to criminal proceedings in the event of computer misuse. Junior members are reminded that all other rules, in particular those relating to conduct and harassment, fully apply to their online activities.

3. IT facilities are provided to junior members principally 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. Reasonable personal use is expected but members are asked to give way to those wishing to complete academic work when using shared facilities.

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. Attention is drawn to the Regulations Relating to the Use of Information Technology Facilities and that students are prohibited from the use of IT facilities with the intention of drawing people into terrorism (behaviour that is contrary to the College's statutory duty under Prevent).

5. Junior members are bound by the provisions of the Copyright, Designs and Patents Act 1988, applicable data protection legislation (including but not limited to the UK General Data Protection Regulation and the Data Protection Act 2018) and the Computer Misuse Act 1990. Junior members are required to observe the College's Information Security Policy, Data Protection Policy, Data Protection Breach Regulations, Mobile Device Security Regulations, and Network Acceptable Use Regulations. These may be found here: <https://www.merton.ox.ac.uk/college-policies>.

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. Such activity is conducted in accordance to the college Privacy Policies (<https://www.merton.ox.ac.uk/privacy>).

10. The Head of IT or any member of the IT department 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 IT department.

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 Head of IT or IT department.

17. Computer rooms are designated for normal use in Old Warden's Lodgings, Mob Library, and Holywell Buildings Block A.

## **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 interface 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 is forbidden.
24. All network equipment connected to wireless or cabled networks within College must be set to have an IP address assigned by the College DHCP Server – the most common default setting for such devices. 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 Head of IT.
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. Suitable software may be downloaded from the University registration website (<https://register.it.ox.ac.uk/self/software>). 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 IT department before using file sharing or port sharing P2P (peer to peer) programs, Torrent programs and similar media 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.

Individual students must be covered by a TV Licence to download or watch any BBC programmes on iPlayer - live, catch up or on demand. This could be on any device, including a TV, desktop computer, laptop, mobile phone, tablet, games console, digital box or Blu-ray/DVD/VHS recorder. Further information is available from TV Licensing at [www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1](http://www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1).

28. The use of social networking sites such as Facebook, Instagram, Twitter and YouTube, including any material posted on such websites, is subject to College Regulations. 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.

29. Wireless access is available and provided by Oxford University IT Services' 'eduroam' service: <http://help.it.ox.ac.uk/network/wireless/services/eduroam/>. In order to connect to this service, junior members will need to have registered for a remote access account through Oxford University IT Services: <http://help.it.ox.ac.uk/network/remote/>.

## 41. PHOTOCOPYING AND COPYRIGHT

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.

## 42. 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 the | 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. |

|   |  |  |  |
|---|--|--|--|
|   | 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. Drones, or 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.

### **43. VACATION RESIDENCE FOR UNDERGRADUATES**

1. The Regulations in this section do 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 (i.e. the first night covered by the charge is Thursday of 0th Week and the last night is Friday of 8th Week). Undergraduates must return to residence by Thursday of 0th Week (whether or not they are due to sit College collections) unless they have, in advance, sought and received permission from the Senior Tutor.

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 academic justification. Priority will be accorded to those sitting University Examinations<sup>20</sup> and with extended terms. Vacation residence expires at 10.00 a.m. on the day of departure; this departure time applies throughout the vacations, not just on the weekends at the end of term.

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. 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 Academic Registrar by the deadline, currently Monday of 5th Week.

The College has put in place a supplementary deadline in the Long Vacation for cases where there is a genuinely unforeseen reason why the current Monday of 5th Week deadline cannot be met in Trinity term. Students will be notified of the date of this deadline via email.

11. Vacation residence is only available for continuous periods, either at the end of one term or before the start of the next, and junior members are not permitted to sign in and out of residence. Exceptions may be granted for laboratory-based project or similar with a set start date later in the vacation, and evidence of the later start date will be required.

12. The application forms for vacation residence and vacation study grants will be circulated by email during 3rd Week of each term.

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

14. 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

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<sup>20</sup> Sitting exams in this context means being in residence after the end of term to take papers, not revising for exams in the following term.

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.

15. Undergraduates whose home address is in England or Wales cannot remain in residence when the College is closed, for instance at Christmas and Easter. Any other undergraduate wishing to remain in residence during a period when the College is closed must seek explicit permission and provide objective justification. Under 18s will not be permitted to remain in residence when the College is closed and at other periods in the vacations when the College determines it is unable to offer appropriate supervision.

16. 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 Registrar by the end of 8th Week to request permission.

17. With the exception of 9th weeks and the Admissions Period in December, Undergraduates may not access the JCR and TV Room during vacations as these rooms are used by College for other purposes.

18. Only with express permission may undergraduates leave any belongings in a College room during the vacations, even after a period of approved vacation residence.

#### **44. NOISE AND NUISANCE**

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

2. 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 7.

3. Playing musical instruments or sound systems in the open air is forbidden, except where prior permission is granted by the Principal of the Postmasters.

4. You may only play music, whether live or reproduced, in your room between 9.00 a.m. and 11.00 p.m. Music played within the permitted times must be kept to a tolerable level for your neighbours, or those teaching in neighbouring rooms, and must not be audible beyond your room.

5. Music played within the permitted times must be kept to a tolerable level.

6. The Music Rooms must be used for musical activities only and food and drink, except bottled water, must not be taken into them. The playing of amplified music in the Music Rooms is forbidden except by express permission of the Principal of the Postmasters. Music played in Music Rooms should only be played between 8.00 am and 10.00 pm.

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 the 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 section 42.

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.

## **45. SMOKING**

1. Smoking is only permitted in the quadrangles and gardens of the College, excluding all covered passageways between quadrangles, or in close proximity to doors and open windows or of flammable materials or liquids. Students are requested not to smoke in Front Quad.

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. It is the responsibility of smokers to dispose of smoking materials in a safe and tidy manner in the smoking bins provided.

4. The use of e-cigarettes or vaping is not permitted inside any College building.

## **46. 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. All new junior members and those who are being readmitted as graduate students are obliged to attend these induction sessions. The sessions are optional for returning students (who have already taken a graduate course at Merton) provided they have already attended the sessions as a new student within the last two years.

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 or 112, 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 any heaters (electric or other) 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. Any electrical appliances to be used on the college site must be compatible with British power sockets and voltage levels (240v). Any adapters, if not new, should be tested to ensure they are not faulty.

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 the Postmasters.

## **47. 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 by the relevant 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 or 112, 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. A member of the Welfare Team 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 cardiovascular and resistance equipment and is open from 7.00 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.

## **48. FINANCIAL**

### **Liability for academic fees**

1. Course fees paid by matriculated students are charged at one of four rates depending on fee status. These rates are Home, ROI, Islands and Overseas.

Course fees for the majority of junior members commencing studies in 2022-2023 are summarised below. Further details concerning Course fees, including fees payable by junior members who are on course prior to 2022-2023, can be found on the University website at [www.ox.ac.uk/students/fees-funding/fees/](http://www.ox.ac.uk/students/fees-funding/fees/), and you are advised to check the fee liability for your course of study carefully from the website. EU students who started their course in the UK before or during the 2020-21 academic year are eligible for UK home student fees for the duration of their course.

Course fees for full-time courses commencing 2022-2023:

|                        |                 |
|------------------------|-----------------|
| Undergraduate courses: |                 |
| Home/ROI/Islands       | £9,250          |
| Non Home/EU            | £27,840-£39,010 |
| Graduate courses:      |                 |
| Home/ROI/Islands       | £8,620-£65,520  |
| Non Home/EU            | £25,430-£65,520 |

All queries about fee status should be addressed to the Fees Clerk in the Finance Bursary ([lorraine.reveley@merton.ox.ac.uk](mailto:lorraine.reveley@merton.ox.ac.uk)).

2. Information on how to apply for student finance can be found on [www.gov.uk/apply-for-student-finance](http://www.gov.uk/apply-for-student-finance). This page contains separate links for students from England, Scotland, Wales, Northern Ireland and the European Union.
3. Each funding body has its own deadlines for submitting application forms and it is important that forms are submitted before these deadlines.
4. Home undergraduates are personally liable for the Course fee of £9,250, but they may receive financial assistance from their student funding body if they have elected to be financially assessed on their application form. Undergraduates can apply for a student loan to cover all or part of their Course fee. Any part of the fee not covered by a student loan is payable to the College, which collects fees on behalf of the University.
5. In cases where all or part of an undergraduate's Course fees are paid by Student Finance England 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 Course 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**

6. Charges for single accommodation are made termly in advance on the basis set out in the licence agreement.
7. Charges for undergraduate vacation residence are charged to battels in arrears.
8. Rents for couples' accommodation are payable calendar monthly in advance.
9. Charges for single accommodation payable for the academic year 2022-23 are set out in the licence agreement.
10. Charges for couples' accommodation payable for the academic year 2022-23 are from £994 per calendar month for accommodation with one bedroom.
11. The charge for use of a guest room is £37.50 per night for the academic year 2022-23.

### **Meal Charges**

12. Meal charges for the academic year 2022-23 are as follows:

|           |       |
|-----------|-------|
| Breakfast | £2.13 |
| Lunch     | £3.88 |
| Dinner    | £4.78 |

The College operates a prepaid meal system. Sufficient funds must be available on a student's meal card to eat a meal in Hall.

### **Electricity Charges**

13. Electricity supplied to most rooms in College is measured through a separate meter. There is no charge for the first 1,000 units of electricity consumed each term, but undergraduates will be charged for electricity consumed in excess of 1,000 units at the

prevailing rate set out in the licence agreement. Graduates will be charged for consumption in excess of 1,000 units per billing period.

14. Electricity is charged to battels in arrears.

## **Other Charges**

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

## **Payment**

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

17. 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 cleared 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.

18. If for any reason a junior member is unable to pay fees or charges by the due date, she or he must explain the reasons to the Finance Bursar by email 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 to the Finance Bursar before the due date. 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.

19. 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.

20. 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 the due date, application should be made to the Finance Bursar, who may agree to an individual payment schedule other than the standard termly one. In order to conform with the Consumer Credit Act 1974, annual fees must be paid within twelve months and in no more than four instalments.

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

22. 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 16 above) or by the agreed date (see paragraph 20 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**

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

24. 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.

25. 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.

26. 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**

27. 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.

28. 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.

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

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

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

## 49. COLLEGE OFFICERS

|  |   |
|--|---|
| Access Advisers:   | Professor Daniela Dover (2022-24),<br>Dr James Newton (2022-24) |
| Tutor x 1 H/SS, Tutor x 1 MS/MPLS  | Professor Julian Knight (2019-22)                               |
| Archivist:   | Mr Julian Reid  |
| Associate Chaplain:  | The Revd Lyndon Webb  |
| Chaplain:  | The Revd Canon Dr Simon Jones                                   |
| Dean & Keeper of the Statutes:   | Fra' John Eidinow   |
| Dean of Graduates:   | Professor Ian Maclachlan (2022-24)                              |
| Deputy Principal of the Postmasters:                                     | Ms Tess Johnson   |
| Development Director:  | Mr Mark Coote   |
| Domestic Bursar:   | Mr Timothy Lightfoot  |
| Equality Adviser:  | Professor Tia Thornton (2021-23)                                |
| Estates Bursar & Land Agent:   | Mr John Gloag   |
| Finance Bursar:  | Mr Charles Alexander  |
| Garden Master:<br>sab TT23)  | Professor Timothy Guilford (2014,                               |
| Harassment Advisers to Junior Members:                                   | Dr Brianne Dolce (2022-24)<br>Vacant                            |
| Harassment Advisers to Staff   | Dr Jane Gover (2020)<br>& The Revd Canon Dr Simon Jones (2005)  |
| Health & Safety Rep for Academic Staff:                                  | Dr Hadleigh Frost (2021)  |
| Junior Deans for Welfare:  | Ms Philippa Warman & Ms Alex Brown                              |
| Librarian:   | Dr Julia Walworth   |
| Prevent Officer:   | Fra' John Eidinow   |
| Principal of the Postmasters:  | Dr Bassel Tarbush (2022-24)                                     |
| Reed Rubin Organist and Director of Music<br>& Director of College Music | Mr Benjamin Nicholas  |
| Research Convener:   | Professor Lorna Hutson (2022-25)                                |
| Secretary to the Harmsworth Trust:                                       | Professor Rhiannon Ash (2019-23)                                |
| Senior Treasurer of the Amalgamated Clubs:                               | Professor Jonathan Prag (2010)                                  |
| Senior Treasurer of the JCR:   | Professor Radek Erban (2022-3)                                  |
| Senior Tutor/Senior Academic Registrar:                                  | Dr Jane Gover   |
| Steward of Common Room:  | Professor Alex Schekochihin (2017-23)                           |
| Sub-Warden:  | Professor Alan Morrison (2022-24)                               |
| Welfare Adviser  | Ms Jenny Barrett  |
| Wine Steward:  | Mr Charles Alexander (2014)                                     |

Three members, appointed by the College, of the Committee for the College  
Compassionate Fund: Warden, Professor Payne & the Chaplain



## 50. ACCOMMODATION AGREEMENT

### LICENCE AGREEMENT FOR THE ACADEMIC YEAR 2022-23 Between The Warden and Fellows of Merton College ('the College') and the Junior Member ('the Licensee')

#### Definitions

Accommodation A single room or en-suite room 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:  
9 October 2022 to 3 December 2022  
15 January 2023 to 11 March 2023  
23 April 2023 to 17 June 2023

For Licensees who are graduates and second BA students:  
1 October 2022 to 31 July 2023

All accommodation is offered contingent on the occupant remaining a current junior member of the University and College. If this status ceases then the accommodation must be vacated immediately.

If the occupant completes their course prior to 31 July, they must vacate immediately. If four weeks' advance notice in writing is received by the Domestic Bursar a refund may be given for early departure as per Section 4, Item 3 (a) of this agreement.

Charges For the Accommodation Period:

For all Licensees who are undergraduates £4,269 for a single room or £4523 for an en-suite room payable in three 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 9p per unit.

For all Licensees who are graduates or second BA students £6,870 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 9p per unit.

For the Vacation Period:

For all Licensees who are undergraduates £24.38 per day for a single room or £25.85 per day for an en-suite room.

For Licensees who are graduates or second BA students, no charge will be made for the vacation period for the licence period 1 October 2022 to 31 July 2023.

For Licensees who are graduates or second BA students, no charge will be made for the Christmas and Easter vacations for the licence period 1 October 2022 to 31 July 2023, while they hold current student status.

|                  |   |
|------------------|---|
| 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 2022<br>Friday 20 January 2023<br>Friday 28 April 2023  |
| Rights           | (a) To occupy the Accommodation during the Accommodation Period<br>(b) To use the Contents<br>(c) To use the Common Parts<br>(d) To use the Services<br>(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 48 of the College Handbook  |
| Services         | (a) Repair of Merton College<br>(b) Lighting and heating of Merton College<br>(c) Provision of hot and cold running water to the Accommodation and/or Common Parts<br>(d) Provision of an electricity supply to the Accommodation<br>(e) Disposal of rubbish deposited in proper receptacles, except for kitchen food waste<br>(f) Cleaning of the Accommodation and the Common Parts |

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 2022 and 11 March 2023 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 Head of Conference and Accommodation 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 46. 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 <https://sustainability.admin.ox.ac.uk/environmental-sustainability-strategy>) 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 move furniture from the Accommodation into communal areas or another member's Accommodation, nor 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, etc., 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 (including any bird, fish or insect) 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 or to render inoperative any door designed as a fire door.

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 section 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 for planned maintenance work and twenty-four hours' prior notice for other purposes.

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. Merton College is affiliated with The Universities UK Code of Practice for the Management of Student Housing. The Code outlines what you should expect from your College accommodation and your responsibilities as tenants. A copy of the code is available at <http://www.thesac.org.uk/the-code>).

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 acknowledges that the College may use her or his personal data in connection with this agreement, including to facilitate 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 <https://governance.admin.ox.ac.uk/legislation/statutes>).
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 contain 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 48 of the College Handbook or

(b) The Licensee is in serious or persistent breach of any of their 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 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 their 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 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 Section 43 of the College Handbook.
2. Graduates and second BA students may reside in their Accommodation during the Christmas and Easter vacation periods as these vacations are included within the Graduate Accommodation Period and charges.

If departing during the Vacation Period, the date of departure should be advised at the earliest possible time to the Head of Conference and Accommodation by email.

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

Disciplinary action will primarily take the form of monetary fines. A fine may be replaced by a warning in less serious cases (with a more severe fine if reoffence occurs).

Disciplinary action will be decided at the discretion of the POP/DPOP according to: the severity of the offence, the offender's disciplinary record, and the offender's attitude.

### **Keys** (see Regulation 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 39)

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. 10p a day per overdue DVD accruing to a maximum of £2 per DVD for late return or renewal. Fines will be added to battels in the term in which the fines have been incurred.

Damage to and loss of library items If the item can be replaced by the Library with another copy of the same edition and format or staff-approved updated edition, the fine will be the full cost (refundable) of replacement plus a non-refundable £10 admin fine. The borrower will receive a copy of the relevant invoice or other proof of cost.

If the item cannot be replaced at reasonable cost or if the necessary edition/format is no longer available, the fine will be a refundable fee of £35 plus a non-refundable £10 admin fine. All replacements will be made by the Library (not the borrower) and determination of what constitutes a replacement or whether an item can be replaced will be determined by library staff.

If a borrower with items overdue for more than a term does not respond to communications from the Library, the items may be deemed lost and a fine charged. Additionally, library

privileges may be withdrawn until the issue is resolved. Library items not returned before a student leaves at the end of their final term will normally be deemed 'lost' and relevant fines will apply.

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

### **Battels**

Late payment (see Regulation 48) £30 plus interest 2% above UK base rate on the final battels

Bounced cheques £30

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

### **Disciplinary**

Computer misuse (see Regulation 40) £30 and up depending on circumstances

Excessive noise/disturbance and unauthorised parties (see Regulation 44) £30-£75 depending on severity

Antisocial behaviour (e.g. stealing food) £30-£75 depending on severity

Smoking in areas designated as non-smoking (see Regulation 45) £30

Health and safety and fire safety breaches 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 46) £15-£250 depending on severity

Security breaches e.g. leaving ground-floor windows open in unattended rooms, propping security doors open, sharing of or negligent use of College keys or fobs £30-75 depending on severity, plus damages where applicable

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

Failure to clean up after an event/ £30-150 depending on severity, plus costs

gathering, failure to maintain communal facilities in an acceptable condition, unreasonable mess

Leaving personal belongings in rooms during the vacation (see Accommodation Agreement) £30

Unregistered room guests (see Regulation 16) £30–75 depending on severity

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

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

## APPENDIX 2: 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 by 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 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 Student 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 723500), or from the National Drugs Helpline 'FRANK' (0800 776600), and other contacts are available at [www.talktofrank.com](http://www.talktofrank.com).

### The Disciplinary Framework

Those involved with using or supplying 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)(I) makes it a disciplinary offence for members of the University intentionally or recklessly to possess, 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 are likely to 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 or possession for personal use of Class C drugs, 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. cannabis, 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 rusticate or 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 'supply' includes all forms of passing drugs to someone else, irrespective of whether payment is made. For example, passing a cannabis joint around a group involves a series of 'supplies'. Suspension while police and court proceedings take place will be considered, and criminal convictions may be treated as indicated above.

[amended 24 October 2011]

## APPENDIX 3: BYLAW XI A: ACADEMIC DISCIPLINE

### Introduction

1. (a) (i) Merton College promotes academic excellence and seeks to support all its undergraduates in fulfilling their academic potential. When joining the College, undergraduates contract to pursue satisfactorily the studies which are required of them. Academic obligations are set out in detail in Section 33 of the *College Handbook*.  
(ii) The primary sources of academic advice and support for undergraduates are the Directors of Studies assigned to them each year and their Tutors. Information on their role is set out in Section 5 of the *College Handbook*.  
  
(b) (i) The Academic Disciplinary process outlined below is intended to be followed in cases where an undergraduate is deemed to be in breach of academic obligations.  
(ii) Undergraduates should be aware that they are also subject to the University's regulations concerning student conduct and that they are therefore expected to observe two sets of (complementary) disciplinary regulations. The University's Student Handbook (Proctors' and Assessor's Memorandum) provides more information on the University's remit, see [www.proctors.ox.ac.uk/handbook/handbook/](http://www.proctors.ox.ac.uk/handbook/handbook/).  
  
(c) The College's process is presented in a flowchart at the end of the Bylaw.

### Disciplinary Offences

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

### Informal Warning

3. Academic obligations include and are not confined to attending all tutorials and classes punctually; completing the work set to a standard that is commensurate with their ability and by the deadlines that their tutors prescribe; and sitting such collections as their tutors prescribe, and achieving in them a standard that is commensurate with their ability.
4. If in the opinion of any of their tutors an undergraduate is in breach of any of the academic obligations, their director of studies shall normally in the first instance remind him or her informally of these obligations.
5. (a) This reminder shall normally take place at an individual, face to face meeting at which the director of studies shall clarify that an informal warning is being given, specify the breaches of academic obligations which have prompted it, give the undergraduate an opportunity to comment, and agree with the undergraduate actions needed to improve performance.  
  
(b) The director of studies shall make a note of the date of the informal warning and it shall usually be considered spent within one year after it has been issued, provided there has been no further breach of academic obligations, unless the director of studies specifies otherwise.

## Formal Warning

6. (a) 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 Panel, lead to severe penalties including expulsion from the College.  
  
(b) The undergraduate shall be given the opportunity to put their case and to draw attention to any mitigating circumstances that may apply.
7. (a) Mitigating circumstances are to be understood as significantly disruptive and/or unexpected events which are beyond the undergraduate's control (e.g., illness or bereavement) but which might affect academic performance when submitting assessed work or sitting examinations.  
  
(b) Circumstances or events that would not normally merit consideration include consequences of paid employment and sporting commitments.  
  
(c) The College may require independent confirmation of mitigating circumstances, for example a medical certificate from the College Doctor in cases of illness or equivalent proof in other circumstances.
8. (a) The director of studies' specification of shortcomings and written warning and any representations made by the undergraduate will be placed on file and reported in writing to the Senior Tutor, who shall ensure that the undergraduate understands what is required of him or her and the implications of failure to comply.  
  
(b) The Formal Warning shall be considered spent one year after it has been issued, provided there has been no further breach of academic obligations.
9. If the Senior Tutor is interested in the matters relating to the undergraduate or is otherwise unable to act, the Warden and the Tutors' Committee shall nominate another member of the Governing Body to act in the Senior Tutor's place. Throughout this Bylaw, references to the Senior Tutor shall include any such nominee.

## Probation

10. (a) If within reasonable time of the written warning the undergraduate fails to respond by meeting in full their academic obligations, the undergraduate's director of studies shall recommend a period of probation normally of not less than eight weeks, at least five of the weeks being in Full Term.  
  
(b) (i) The director of studies shall propose the duration and conditions of probation in writing to the Senior Tutor, who shall seek the undergraduate's agreement to them.  
(ii) If agreement is reached, the Senior Tutor shall confirm the duration and conditions in writing to both the director of studies and the undergraduate and shall report the probation to the Warden and Tutors' Committee.

(iii) The Senior Tutor shall send a copy of this Bylaw to the undergraduate and shall draw attention to the possible consequences of failure to satisfy the terms of probation.

11. (a) In the event of failure to agree, the undergraduate shall have the right to ask for the imposition of probation or its conditions to be referred for decision by the Academic Review Panel under the provisions of (17) below.

(b) The Academic Review Panel's decision shall be reported to the Warden and Tutors' Committee.

12. If the probationary terms include a requirement to achieve a specified standard in a collection, the latter shall be externally marked. The marker shall be told that the collection is a penal one but not the standard required.

### **Review of probation**

13. 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 undergraduate, stating whether the terms of probation have been satisfied.

14. If all the terms of probation have been satisfied, the Senior Tutor shall inform the undergraduate in writing that probation has been purged and report accordingly to the Warden and Tutors' Committee.

15. (a)(i) 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.

(ii) The director of studies shall not be 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 Panel under paragraph 18 below.

(b) The Senior Tutor shall seek the undergraduate's agreement to any extension of probation and its conditions, observing in every respect the provisions of paragraphs 10-12 above.

### **Referral to the Academic Review Panel**

16. (a) The Academic Review Panel reports to the Warden and Tutors' Committee and consists of six members of the Governing Body including at least three persons holding the office of Tutor. The Senior Tutor shall not be a member.

(b) Any tutor of the undergraduate whose case has been referred and any other interested person shall be replaced by other members of the Governing Body co-opted by the other members of the Panel. For the purposes of this sub-paragraph only a "tutor" shall be defined as any person who has acted as that undergraduate's director of studies or has filed or will file an academic report on that undergraduate's work during the course of the current academic year.

(c) The members of the Academic Review Panel as constituted after any replacements have been co-opted shall elect one from among their number to take the chair.



(d) The Academic Review Panel 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 undergraduate or the 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.

(e) At any hearing concerning a breach of probation the burden of proving the charges shall be on the director of studies and the standard of proof shall be the balance of probabilities.

### **Hearings concerning the imposition or extension of probation**

17. (a) If the undergraduate requests referral of the imposition or extension of probation or its conditions to the Academic Review Panel, the Senior Tutor shall send its Chair:
- (i) 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 recommendations as to its extension); and
  - (ii) the director of studies' proposals for the duration and conditions of probation or its extension; and
  - (iii) any representations previously made by the undergraduate.

(b) The undergraduate shall state in writing their objections to the proposals, and the director of studies shall be invited to respond, a copy of any such response being sent to the undergraduate.

- (c) (i) The Academic Review Panel shall meet to consider the case and may ask the undergraduate and the director of studies to attend the meeting and interview them.
- (ii) The undergraduate may attend at their own request.
  - (iii) The Academic Review Panel may proceed in the undergraduate's absence.

- (d) (i) The Academic Review Panel shall have the power to accept or reject or to amend as it sees fit the proposals relating to probation or its extension.
- (ii) The adjudication of the Academic Review Panel shall be communicated in writing to the Senior Tutor, the director of studies and to the undergraduate and shall be final.

### **Hearings concerning a breach of probation**

18. Except as provided for by extension of probation the Senior Tutor shall send to the Chair of the Academic Review Panel a written statement ("the Charge Sheet") setting out (a) the conditions of probation, (b) the report of the director of studies, (c) any correspondence with the undergraduate in relation to the probation and any warning leading to the probation, and (d) any other information which the Senior Tutor deems relevant, including recommendations as to penalty.

19. The Charge Sheet and this by-law shall be copied to the undergraduate.

20. (a) The Chair of the Academic Review Panel shall call a meeting of the Academic Review Panel, giving the undergraduate at least five days' notice (not including Saturday and Sunday) unless the undergraduate agrees to shorter notice being given.

- (b) The undergraduate shall be told in writing the time of the meeting and that written material may be submitted up to 48 hours before the Academic Review Panel meets.
21. (a) Without prejudice to the Academic Review Panel's right to regulate its own proceedings, the following procedure shall normally be adopted.
- (b) (i) The undergraduate and the director of studies shall attend the meeting and may be interviewed by the Academic Review Panel provided that if the undergraduate fails or refuses to attend the Academic Review Panel may proceed in their absence.
- (ii) The undergraduate may be accompanied by a current member of the University or an OUSU sabbatical officer as an advisor.
22. (a) The director of studies shall explain the undergraduate's breach of the conditions of probation.
- (b) The undergraduate shall be given an opportunity to respond, or to say anything that he or she considers relevant.
23. (a) The Academic Review Panel shall then decide whether the undergraduate has breached the terms of probation.
- (b) If the Academic Review Panel finds that a breach has occurred, the Chair shall inform the undergraduate of this fact and of the Senior Tutor's recommendation as to penalty and invite the undergraduate to make a plea in mitigation.
- (c) (i) The Academic Review Panel shall then consider the appropriate penalty.
- (ii) The penalty may include: banning, rustication or expulsion from the College. The Academic Review Panel may attach such conditions as it sees fit to any penalty.
- (d) The undergraduate shall be told in writing of the Academic Review Panel's decision and its reasons and shall also be advised of the right of appeal to the Appeals Panel.
24. (a) The Chair of the Academic Review Panel shall at once report the Academic Review Panel's decision to the Principal of the 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.
- (b) (i) The full communication to the undergraduate shall not normally be circulated, but shall be held in the Warden's office.
- (ii) In the event of any appeal, it shall be available to members of the Appeals Panel.
25. 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).
26. **Banning** means that for a specific period of time the undergraduate ceases to be provided with tuition by the College or to have the use of College facilities. The undergraduate remains a member of the University of Oxford and may still enter

their name for its examinations as an individual, and may appear in the Class List, provided that statutable residence has been kept.

27. **Rustication** means that the undergraduate'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 undergraduate 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.
28. **Expulsion** means that an undergraduate 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.
29. (a) If the undergraduate 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 undergraduate, that the matters should be referred solely to the Disciplinary Panel.
- (b) The Disciplinary Panel in such a case shall include at least three Tutors and shall, with regard to the alleged breaches of probationary conditions, comply with the procedures set out in this Bylaw and be treated as the Academic Review Panel for the purposes of this Bylaw.

## Appeal

30. (a) The Appeals Panel reports to the Warden and Tutors' Committee.
- (b) (i) The members of the Appeals Panel shall in cases of academic discipline under Bylaw XI A be the Warden (or another member of the Governing Body nominated by the Warden) and four other members of the Governing Body of whom at least two shall hold the office of Tutor. Members of the Academic Review Panel shall not be members.
- (ii) Any tutor of the undergraduate whose case has been referred and any other interested person shall be replaced by other members of the Governing Body co-opted by the other members of the Panel. For the purposes of this sub-paragraph only a "tutor" shall be defined as any person who has acted as that undergraduate's director of studies or has filed or will file an academic report on that undergraduate's work during the course of the current academic year.
- (c) The Warden or the Warden's nominee shall ordinarily chair the Panel when it is convened for the purposes of Bylaw XI A. If the Warden or the Warden's nominee is replaced the Panel as constituted after any replacements have been co-opted shall elect one from among their number to take the chair.
- (d) (i) The Appeals Panel may regulate its proceedings as it sees fit.
- (ii) The Chair of the Appeals Panel shall have the power whether on application by the Junior Member or the Chair of the Academic Review Panel or without such an application to extend any timelimit imposed by this Bylaw where it seems expedient to do so (such as to take account of periods when the College will be closed).

31. Any appeal must be made in writing to the Chair of the Appeals Panel within five days (not including Saturday and Sunday) of the communication of the Academic Review Panel's decision to the undergraduate, stating the basis of the appeal.
32. (a) The undergraduate may appeal on the following basis:  
(i) errors in the Academic Review Panel's findings (which must be specified by the undergraduate); and/or  
(ii) the disproportionality of the penalty to the gravity of the breach of academic obligations.
- (b) The undergraduate shall not be entitled to bring an appeal which challenges the academic judgment of the Academic Review Panel.
33. The Chair of the Appeals Panel shall copy the undergraduate's appeal to the Chair of the Academic Review Panel who shall respond in writing to the Chair of the Appeals Panel within five days (not including Saturday or Sunday). The Chair of the Appeals Panel shall then copy that response to the undergraduate.
34. (a) The Chair of the Appeals Panel shall call a meeting of the Appeals Panel giving the undergraduate at least five days' notice (not including Saturday or Sunday) of such meeting, unless the undergraduate agrees to shorter notice being given.
- (b) The undergraduate shall be told in writing of the time of the meeting.
35. (a) Without prejudice to the Appeals Panel's right to regulate its proceedings, the following procedure shall normally be adopted. The Appeals Panel shall consider the undergraduate's basis of appeal and the response of the Chair of the Academic Review Panel.
- (b) The undergraduate may attend the meeting with a current member of the University or an OUSU sabbatical officer as an advisor and make oral representations. If the undergraduate elects to attend, the Chair of the Academic Review Panel may also attend (and may bring a current member of the University as an advisor).
- (c) The Appeals Panel may in any case request the presence of the undergraduate, the Chair of the Academic Review Panel, and the director of studies and may interview them; in the event that the undergraduate fails or refuses to attend the Appeals Panel may proceed in their absence.
36. The Appeals Panel can confirm or amend the decision of the Academic Review Panel. The Appeals Panel may attach such conditions as it sees fit to any penalty. The undergraduate shall be told of the Panel's decision and its reasons in writing.
37. (a) The decision of the Appeals Panel shall be final in the College although the undergraduate shall have the right to appeal the decision of the Appeals Panel to the Conference of Colleges' Appeals Tribunal (see <https://weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll/> for further information).
- (b) If an undergraduate wishes to bring such an appeal, he or she 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:  
(i) a copy of the decision being challenged;

- (ii) a brief statement of the facts and arguments of law on which the application is based;
- (iii) the undergraduate's request for relief;
- (iv) 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; and
- (v) the undergraduate's address and, where applicable, the electronic mail address at which he or she can be reached for the purpose of the proceedings.

(c) If the Conference of Colleges Appeals Tribunal upholds the College's decision, the undergraduate may appeal to the Office of the Independent Adjudicator for Higher Education (see [www.oiahe.org.uk](http://www.oiahe.org.uk) for further information). Application forms and guidance notes are available from the Academic Office.

38. Where the provisions of paragraph 2 above have had effect, if any appeal made by the undergraduate relates both to disciplinary matters and any alleged breach of probationary matters then the appeals shall be referred solely to an Appeals Panel constituted in accordance with paragraph 19 of Bylaw XI B. That Appeals Panel shall, with regard to any matter of academic discipline, be treated as the Appeals Panel for the purposes of this Bylaw.

39. (a) The Chair of the Appeals Panel shall at once report the Appeals Panel's decision to the Principal of the 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.

(b) The full communication to the undergraduate shall not normally be circulated, but shall be held in the Warden's office.

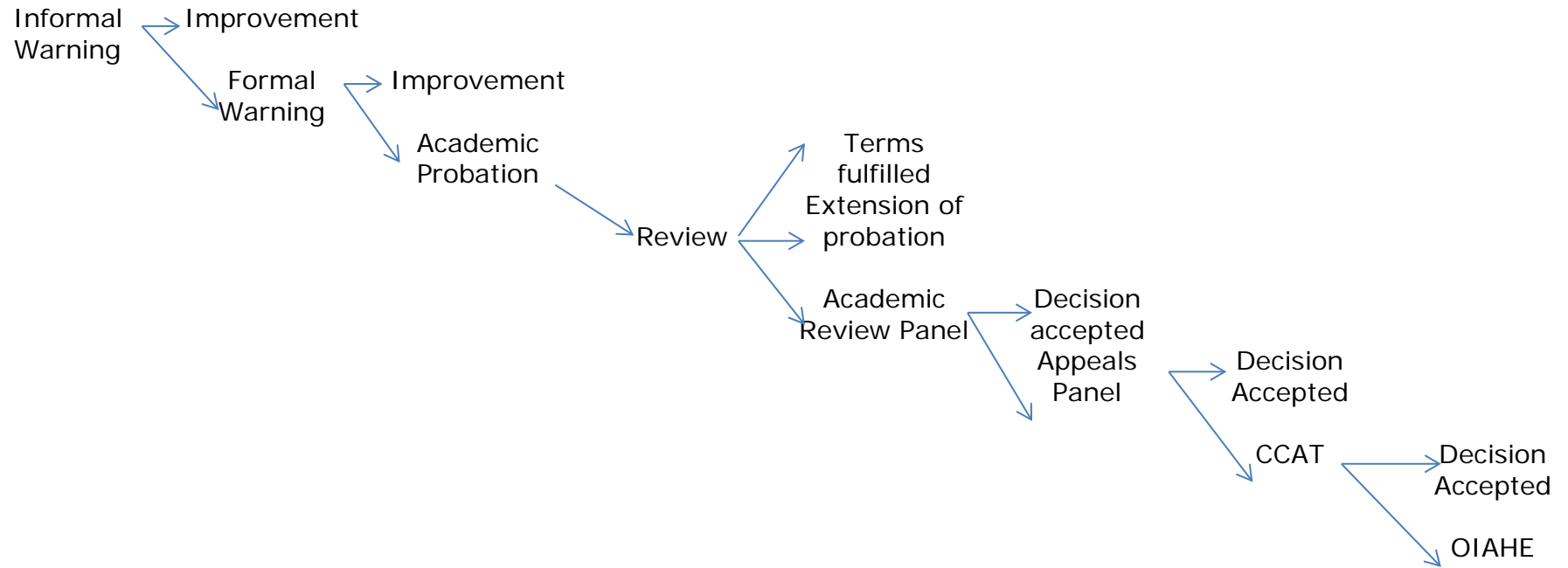
## Notice

40. In Full Term any document that this Bylaw requires to be sent to an undergraduate shall be deemed to be duly given 24 hours after it has been left for him or her 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<sup>21</sup>, and the document will be deemed to be duly given three days after the date of posting. A copy of all documents served shall also (unless the volume of them is such as to make it unreasonable) be sent by email to the undergraduate's University email address unless it has been suspended.

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<sup>21</sup> To be updated to read Academic Office

### Bylaw XI A flowchart



[Revised Trinity term 2012]

## APPENDIX 4: BYLAW XI B: CONCERNING DISCIPLINE FOR SERIOUS MISCONDUCT

### Introduction

1. (a) Junior Members admitted to Merton College undertake to abide by the regulations of the College as set out in the *College Handbook*. These include the specific rules set out in Part 3 of the *College Handbook* and for those who reside in College accommodation, the accommodation agreement set out in Part 4.  
  
(b) Responsibility for general discipline is vested in the Principal of the Postmasters, assisted by the Deputy Principal of the Postmasters. Their powers are described in the *College Handbook*.
2. The Disciplinary process outlined below is intended to be followed in cases of serious misconduct, defined in the *College Handbook*. A flowchart presents the processes for the handling of serious cases, as well as lesser offences.
3. Junior Members should be aware that they are also subject to the University's regulations concerning student conduct and that they are therefore expected to observe two sets of (complementary) disciplinary regulations. The University Students' Handbook provides more information on the University's remit.

### The Disciplinary Panel

4. (a) The Disciplinary Panel reports to the Warden and Tutors' Committee or the Graduate Committee depending on the status of the Junior Member concerned.  
  
(b) The Disciplinary Panel normally consists of the Sub-Warden (or if the Sub-Warden is unavailable another member of the Governing Body nominated by the Sub-Warden) and four other members of the Governing Body at least two of whom shall hold the office of Tutor. The Principal of the Postmasters shall not be a member.  
  
(c) The Panel may (but shall not be obliged to) ask an assessor, to be known as the Disciplinary Assessor, to be present at its deliberations and to advise it but such person shall have no vote.  
  
(d) Any tutor of the Junior Member brought before the Panel and any other person with an interest in the subject-matter of the allegations made against the Junior Member shall be replaced by other members of the Governing Body co-opted by the other members of the Panel.  
  
(e) For the purposes of Bylaw XI B.4(d) above only a "tutor" shall be defined as follows:
  - (i) in the case of an undergraduate as any person who has acted as that undergraduate's director of studies; and

(ii) in the case of a graduate student as any person who has acted as that graduate student's supervisor or college advisor; and

(iii) in either case as including any person who has filed or will file an academic report on that Junior Member's work during the course of the current academic year.

(f) The Sub-Warden or the Sub-Warden's nominee shall ordinarily chair the Panel. If the Sub-Warden or the Sub-Warden's nominee is replaced pursuant to Bylaw XI B.4(d) above the most senior of the Tutors present shall chair the Panel.

(g) (i) The Disciplinary Panel may regulate its proceedings as it sees fit.

(ii) The power of the Disciplinary Panel to regulate its proceedings includes (without limitation) the power to set time-limits on the evidence to be called by either the Junior Member or the Principal of the Postmasters consistent with providing a fair opportunity for each of them to present relevant evidence whilst ensuring that the matter is heard expeditiously and determined fairly.

(iii) The Chair of the Disciplinary Panel shall have the power whether on application by the Junior Member or the Principal of the Postmasters or without such an application to extend any time-limit imposed by this Bylaw where it seems expedient to do so (such as to take account of periods when the College will be closed).

(h) (i) A Junior Member who is accused of misconduct shall normally be entitled to see and be provided with copies of all documents and other material that will be put to the Panel, to see all the witness-statements upon which the Principal of the Postmaster intends to rely, to know the identity of the maker of any such statement, and to ask questions of all witnesses.

(ii) The rule stated in Bylaw XI B.4(h)(i) shall be disapplied only in exceptional cases. Such exceptional cases include cases where there is a reasonable fear that a witness may be subjected to intimidation or violent reprisal.

(iii) If the Principal of the Postmasters believes that it is necessary for something to be done which is contrary to the rule stated in Bylaw XI B.4(h)(i) he or she shall apply to the Chair of the Disciplinary Panel in writing for a direction.

(iv) The Junior Member shall be notified of the nature of the application but shall not be provided with any document or information which would render the application pointless. If the Junior Member wishes to respond to the application, he or she shall do so in writing within 5 days (not including Saturday or Sunday).

(v) The Chair of the Disciplinary Panel shall determine the application without an oral hearing unless he or she considers it necessary or expedient to hold one and shall notify the Principal of the Postmasters and the Junior Member in writing of their decision.

(vi) Once the Chair has notified the Principal of the Postmasters and the Junior Member of their decision no action shall be taken in relation to any material which was the subject of the application until either:

(a) the time in which they could apply for a redetermination has elapsed without such an application being made or

(b) there has been a redetermination.



(vii) If either the Principal of the Postmasters or the Junior Member is dissatisfied with the result of the application to the Chair he or she may apply for redetermination by the Disciplinary Panel without the participation of the Chair.

(viii) An application for a redetermination shall be made in writing to the Chair of the Disciplinary Panel within five days of receiving their decision.

(ix) The Disciplinary Panel shall determine the application without the participation of the Chair. The material upon which the redetermination shall be made shall normally be only the material provided to the Chair. There shall not be an oral hearing unless the Disciplinary Panel considers it necessary or expedient to hold one.

(x) The Disciplinary Panel shall notify the Chair, the Principal of the Postmasters and the Junior Member in writing of its decision and shall give directions accordingly.

(xi) The decision of the Chair (if there has been no redetermination) or of the Disciplinary Panel shall be final and there shall be no right to appeal the decision to the Appeals Panel.

(xii) If the Principal of the Postmasters makes an application which would, if accepted, have the effect of concealing the identity of any person, and the application is rejected, that person's identity shall nonetheless not be disclosed to the Junior Member without that person's consent.

(xiii) If a witness refuses to consent to the disclosure of their identity to the Junior Member or refuses to be questioned on their evidence by or in the presence of the Junior Member or refuses to attend a hearing, the Disciplinary Panel shall exclude the witness's evidence from consideration in the absence of exceptional circumstances as provided in Bylaw XI B.4(h)(ii). If the Disciplinary Panel does not exclude the evidence from consideration, due weight must be given to the disadvantage to the Junior Member of not knowing the identity of the witness or of being unable to test the witness's evidence by questions.

(i) In any proceedings before the Disciplinary Panel the burden of proving the allegations shall be on the Principal of the Postmasters and the standard of proof shall be the balance of probabilities.

(j) The Chair of the Disciplinary Panel shall ensure that arrangements are made for a written note to be taken and a sound-recording made of the open proceedings (but not of the Disciplinary Panel's private deliberations).

(k) (i) All material submitted to the Disciplinary Panel by either party shall be treated as confidential.

(ii) The requirement of confidentiality does not prevent either party or the Disciplinary Panel from taking appropriate advice or seeking appropriate welfare support.

## **Referral to the Disciplinary Panel**

5. If the Principal of the Postmasters believes that a Junior Member has a case to answer in relation to an offence which, would, if proved, require a more severe penalty than the Principal of the Postmasters can impose, he or she shall refer the case to the Disciplinary Panel.

6. If the Principal of the Postmasters is interested in the matters relating to the Junior Member or is the Junior Member's tutor (in the sense of Bylaw XI B.4(e) above) or if the Principal of the Postmasters is otherwise unable to act, the Warden and Tutors' Committee shall nominate another member of the Governing Body to act in their place. Throughout this Bylaw, references to the Principal of the Postmasters shall include any such nominee.
7. (a) The procedures set out in Bylaws XI B.8(b) to XI B.13 shall not 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). In such circumstances Bylaws XI B.14-19 shall apply instead.  
  
(b) Subject to (a) above, when referring a case to the Disciplinary Panel, the Principal of the Postmasters shall send to the Chair a written statement (the "Statement of Case") setting out
  - (i) the provision(s) of the College regulations which have allegedly been broken;
  - (ii) the facts which form the basis of the allegation;
  - (iii) the evidence on which the allegation is based including the signed statement of any person the Principal of the Postmasters is proposing to call as a witness; and
  - (iv) any other information which the Principal of the Postmasters deems relevant, including recommendations as to penalty.
8. (a) The Statement of Case and this Bylaw XI B shall be copied to the Junior Member.  
  
(b) (i) Copies of the Statement of Case shall also be sent to the Junior Member's director of studies or college advisor, as appropriate, who shall be asked to comment in writing on the character of the Junior Member and any other matter that the director of studies or college advisor thinks should properly be taken into account. These comments shall be copied to the Junior Member.  
  
(ii) At the request of a Junior Member who is a graduate student a copy of the Statement of Case shall also be sent to his or supervisor who shall be asked to comment in writing in the same manner as the college advisor. These comments shall be copied to the Junior Member.
9. (a) The Chair of the Disciplinary Panel shall call a meeting of the Disciplinary Panel giving the Junior Member at least five days' notice (not including Saturday or Sunday), unless the Junior Member agrees to shorter notice being given.  
  
(b) The Junior Member shall be told in writing of the time of the meeting and that written material may be submitted up to 48 hours (not including a Saturday or Sunday) before the Disciplinary Panel meets.  
  
(c) 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 Panel.

10. (a) Without prejudice to the Disciplinary Panel's right to regulate its proceedings, the following procedure shall normally be adopted.

(b) (i) The Principal of the Postmasters and the Junior Member whose case has been referred shall attend the notified meeting of the Disciplinary Panel, provided that if the Junior Member fails or refuses to attend the Disciplinary Panel may proceed in their absence.

(ii) The Principal of the Postmasters and the Junior Member may each be accompanied by a current member of the University as an advisor or, alternatively, an OUSU sabbatical officer in the case of the Junior Member.

(c) (i) The Principal of the Postmasters shall present the case against the Junior Member in their presence (except where the Junior Member fails or refuses to attend and the Disciplinary Panel has decided to proceed in the Junior Member's absence).

(ii) The Principal of the Postmasters may call any witness whose statement he or she has previously submitted to the Disciplinary Panel. The Disciplinary Panel shall ordinarily rely on the submitted statement as the substance of the witness's evidence but may allow the Principal of the Postmasters to ask questions to clarify any point in the statement.

(iii) The Junior Member may question any witness called by the Principal of the Postmasters.

(iv) After the Junior Member has questioned a witness the Disciplinary Panel may allow the Principal of the Postmasters to ask further questions but only for the purpose of clarifying anything said by the witness in answer to the Junior Member.

(d) (i) After the conclusion of the Principal of the Postmasters' evidence the Junior Member shall present their defence.

(ii) The Junior Member may call any witness whose statement he or she has previously submitted to the Disciplinary Panel. The Disciplinary Panel shall ordinarily rely on the submitted statement as the substance of the witness's evidence but may allow the Junior Member to ask the witness questions to clarify any point in the statement.

(iii) The Principal of the Postmasters may question any witness called by the Junior Member.

(iv) After the Principal of the Postmasters has questioned a witness the Disciplinary Panel may allow the Junior Member to ask further questions but only for the purpose of clarifying anything said by the witness in answer to the Principal of the Postmasters.

(e) (i) For the avoidance of doubt the members of the Disciplinary Panel may also question any person called as a witness.

(f) (i) If a person who has provided a witness statement is not called as a witness, that person's evidence shall be excluded from consideration by the Disciplinary Panel unless the Junior Member and the Principal of the Postmasters agree that it should be read by the Disciplinary Panel or there are exceptional circumstances.

(ii) If the Disciplinary Panel does not exclude the evidence from consideration, due weight must be given to the fact that the witness's evidence has not been tested by questions.

(g) (i) If a person who has provided a witness statement is willing to be questioned on their evidence but is not able to be present in Oxford on the date of the hearing, the Disciplinary Panel may, on the application of the person wishing to call that witness, make arrangements for that witness to be questioned via electronic means which permit the witness to be seen and heard by all those concerned in the hearing.

(h) After the conclusion of the Junior Member's evidence:

(i) first the Principal of the Postmasters shall address a concluding statement to the Disciplinary Panel;

(ii) next the Junior Member shall address a concluding statement to the Disciplinary Panel; and

(iii) then the Disciplinary Panel shall consider its verdict in the absence of all other persons except the Disciplinary Assessor (if any) who shall remain present to advise the Panel but shall not be entitled to vote.

11. (a) Where the Disciplinary Panel finds the case against the Junior Member to have been proved, the Chair shall announce its decision and invite the Principal of the Postmasters to make a submission as to the appropriate level of penalty.

(b) The Junior Member shall then be entitled to make a plea in mitigation of the offence.

(c) The Disciplinary Panel shall then consider the appropriate sentence in the absence of all other persons except the Disciplinary Assessor (if any) who shall remain present to advise the Panel but shall not be entitled to vote.

(d) (i) The penalty shall be such as the Disciplinary Panel considers fair and proportionate in all the circumstances and may include (without limitation): requiring the Junior Member to reside out of College premises; a fine of any magnitude; banning, suspension, or expulsion from the College.

(ii) The Disciplinary Panel may attach such conditions as it sees fit to any penalty.

(iii) (a) "Banning" means withdrawing the right of access to specified land, buildings, facilities or services of the College for a fixed period or pending the fulfilment of certain conditions.

(b) "Suspension" means withdrawing the right of access to all of the land, buildings and facilities of the College including teaching, examinations, and all related academic services for a fixed period or until the fulfilment of specified conditions. For the avoidance of doubt, this is equivalent to "rustication" as defined in the University's Statute XI.

(c) "Expulsion" means depriving a Junior Member permanently of their membership of the College.

(e) (i) The Junior Member shall be told in writing of the Disciplinary Panel's decision and its reasons which shall include all findings of fact made by the Disciplinary Panel

(ii) The Junior Member shall also be advised of the right of appeal to the Appeals Panel.

- 12.(a) (i) The Chair of the Disciplinary Panel shall at once report the Disciplinary Panel's decision to the Principal of the Postmasters and to the Senior Tutor, and shall inform the Proctors (if appropriate) and any College staff affected by the decision.
- (ii) The Senior Tutor shall report the Disciplinary Panel's decision to the Warden and Tutors' Committee or to the Graduate Committee, and to the Junior Member's Director of Studies or the Junior Member's college advisor as the case may require.
- (b) 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 Appeals Panel.

### **Referral to the Disciplinary Panel: Special provisions for criminal convictions**

13. (a) The procedures set out in Bylaw XI B.13(b)-18 below 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).
- (b) When referring such a case to the Disciplinary Panel, the Principal of the Postmasters shall send to the Chair a written statement (the "Statement of Case") setting out:
- (i) the fact of the Junior Member's criminal conviction and
- (ii) any other information which the Principal of the Postmasters deems relevant including their recommendations as to penalty.
14. (a) The Statement of Case and this Bylaw XI B shall be copied to the Junior Member.
- (b) (i) Copies shall also be sent to the Junior Member's director of studies or college advisor, as appropriate, who shall be asked to comment in writing on the character of the Junior Member and any other matter that the director of studies or college advisor thinks should properly be taken into account. These comments shall be copied to the Junior Member.
- (ii) At the request of a Junior Member who is a graduate student a copy of the Statement of Case shall also be sent to his or supervisor who shall be asked to comment in writing in the same manner as the college advisor. These comments shall be copied to the Junior Member.
- 15.(a) The Chair of the Disciplinary Panel shall call a meeting of the Disciplinary Panel giving the Junior Member at least five days' notice (not including Saturday or Sunday) , unless the Junior Member agrees to shorter notice.
- (b) The Junior Member shall be told in writing of the time of the meeting and that written material may be submitted on the question of penalty up to 48 hours (not including Saturday or Sunday) before the Disciplinary Panel meets.
- 16.(a) Without prejudice to the Disciplinary Panel's right to regulate its proceedings, the following procedure shall normally be adopted.

(b) (i) The Principal of the Postmasters and the Junior Member shall attend the notified meeting of the Disciplinary Panel, provided that if the Junior Member fails or refuses to attend the Disciplinary Panel may proceed in their absence.

(ii) The Principal of the Postmasters and the Junior Member may each be accompanied by a current member of the University as an advisor or, alternatively, an OUSU sabbatical officer in the case of the Junior Member.

(c) The Disciplinary Panel shall accept as fact all findings of fact made by the criminal court and the hearing shall proceed on that basis.

(d) (i) The Principal of the Postmasters shall present the case to the Disciplinary Panel and shall make representations concerning the appropriate penalty.

(ii) The Disciplinary Panel may request the attendance of any other person and may question such person in relation to the issue of penalty.

(e) The Junior Member shall then be entitled to make a plea in mitigation of the offence.

17.(a) (i) The Disciplinary Panel shall then decide upon the penalty to be imposed in the absence of all other persons except the Disciplinary Assessor (if any) who shall remain present to advise the Panel but shall not be entitled to vote.

(ii) The penalty may include: requiring the Junior Member to reside out of the College premises; a fine of any magnitude; or banning, suspension, or expulsion from the College.

(iii) The Disciplinary Panel may attach such conditions as it sees fit to any penalty.

(iv) The words "banning", "suspension" and "expulsion" shall bear the meanings given to them in Bylaw XI B.11(d)(iii) above.

(b) (i) The Junior Member shall be told in writing of the Disciplinary Panel's decision and its reasons which shall include all findings of fact made by the Disciplinary Panel which have not already been made by the criminal court.

(ii) The Junior Member shall also be advised of the right of appeal to the Appeals Panel.

18.(a) (i) The Chair of the Disciplinary Panel shall at once report the Disciplinary Panel's decision to the Principal of the Postmasters and to the Senior Tutor, and shall inform the Proctors (if appropriate) and any College staff affected by the decision.

(ii) The Senior Tutor shall report the Disciplinary Panel's decision to the Warden and Tutors' Committee or to the Graduate Committee, and to the Junior Member's Director of Studies or the Junior Member's college advisor as the case may require.

(b) 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 Appeals Panel.

## **Referral to the Disciplinary Panel: Special provisions for University penalties**

19. The procedures set out at Bylaw XI B.20-23 below shall apply if a Junior Member has been expelled, banned or rusticated by the University pursuant to Statute XI of the University Statutes.
20. (i) If the Principal of the Postmasters considers that a more serious penalty than that imposed by the University should be imposed by the College, the Principal of the Postmasters shall refer the case to the Disciplinary Panel.  
(ii) In such a case, the procedures set out in Bylaw XI B.13-18 above shall apply, *mutatis mutandis*.
21. (a) In any other case a penalty of expulsion, 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 conferred by Bylaw XI B.22 below.
- (b) (i) The imposition of the College penalty shall be confirmed in writing to the Junior Member by the Principal of the Postmasters, and shall be copied to the Senior Tutor and to any College staff affected by the decision.  
(ii) The Senior Tutor shall report the College penalty to the Warden and Tutors' Committee or the Graduate Committee, and to the Junior Member's Director of Studies or the Junior Member's college advisor as the case may require.
- (c) The Principal of the Postmasters shall advise the Junior Member in writing of the right of appeal to the Disciplinary Panel.
22. (a) A Junior Member penalised under Bylaw XI B.21 above may appeal to the Disciplinary Panel against the application of the University penalty to College premises and facilities.
- (b) Bylaw XI B.33 shall apply to an appeal under this paragraph.

## **Appeals from decisions of the Disciplinary Panel**

23. (a) The Appeals Panel reports to the Warden and Tutors' Committee or the Graduate Committee depending on the status of the Junior Member concerned.
24. (a) The Appeals Panel shall normally consist in cases of discipline for serious misconduct under Bylaw XI B of the Sub-Warden (or another member of the Governing Body nominated by the Sub-Warden's nominee) and four other members of the Governing Body of whom at least two shall hold the office of Tutor. Neither the Principal of the Postmasters nor any member of the Disciplinary Panel shall be a member.
- (b) The Appeals Panel may (but shall not be obliged to) ask an assessor, to be known as the Disciplinary Assessor, to be present at its deliberations and to advise it but such person shall have no vote.

(c) Any tutor of the Junior Member whose case has been referred and any other interested person shall be replaced by other members of the Governing Body co-opted by the other members of the Panel.

(d) For the purposes of Bylaw XI B.23(d) above only a "tutor" shall be defined as follows:

(i) in the case of an undergraduate as any person who has acted as that undergraduate's director of studies and

(ii) in the case of a graduate student as any person who has acted as that graduate student's supervisor or college advisor and

(iii) in either case as including any person who has filed or will file an academic report on that Junior Member's work during the course of the current academic year.

(e) The Sub-Warden or the Sub-Warden's nominee shall ordinarily chair the Appeals Panel as constituted under Bylaw XI B. If the Sub-Warden or the Sub-Warden's nominee is replaced pursuant to Bylaw XI B.23(d) above the most senior of the Tutors present shall chair the Panel.

(f) (i) The Appeals Panel shall regulate its proceedings as it sees fit.

(ii) The Chair of the Appeals Panel shall have the power whether on application by the Junior Member or the Chair of the Disciplinary Panel or without such an application to extend any time-limit imposed by this Bylaw where it seems expedient to do so (such as to take account of periods when the College will be closed).

(g) The Chair of the Appeals Panel shall ensure that arrangements are made for a written note to be taken and a sound recording made of the open proceedings (but not of the Appeals Panel's private deliberations).

25. The Junior Member must lodge any appeal against the findings or penalty of the Disciplinary Panel by writing to the Warden within five days (not including Saturday or Sunday) of the communication of the Disciplinary Panel's decision to the Junior Member, stating the basis of their appeal.

26. (a) The Junior Member may appeal on either or both of the following grounds:

(i) errors in the Disciplinary Panel's findings (which must be specified by the Junior Member); and/or

(ii) the disproportionality of the penalty to the gravity of the offence.

(b) The Junior Member shall not normally be permitted to introduce new evidence to the Appeals Panel where that evidence could reasonably have been presented to the Disciplinary Panel.

27. (a) The Chair of the Appeals Panel shall copy the Junior Member's appeal to the Chair of the Disciplinary Panel, who shall respond in writing to the Chair of the Appeals Panel within five days (not including Saturday or Sunday).

(b) The Chair of the Appeals Panel shall then copy that response to the Junior Member.



28.(a) The Chair of the Appeals Panel shall call a meeting of the Appeals Panel giving the Junior Member at least five days' notice (not including Saturday and Sunday), unless the Junior Member agrees to shorter notice being given.

(b) The Junior Member shall be told in writing of the time of the meeting.

29.(a) Without prejudice to the Appeals Panel's right to regulate its proceedings as it thinks fit, the following procedure shall normally be adopted.

(b) (i) The Junior Member may attend with a current member of the University or an OUSU sabbatical officer as an advisor and make oral representations on his Grounds of Appeal.

(ii) If the Junior Member elects to attend, the Chair of the Disciplinary Panel may also attend (and may be accompanied by a current member of the University as an advisor).

(iii) The Appeals Panel shall in any event normally request the attendance of the Junior Member and the Chair of the Disciplinary Panel but in the event that either fails or refuses to attend may proceed in that person's absence.

(iv) The Junior Member shall present their appeal and the members of the Appeals Panel may put questions to the Junior Member.

(v) At the conclusion of the Junior Member's presentation the Chair of the Disciplinary Panel shall be invited to respond to the appeal and the members of the Appeals Panel may put questions to the Chair of the Disciplinary Panel.

30.(a) (i) The Appeals Panel shall consider the Junior Member's Grounds of Appeal and the response of the Chair of the Disciplinary Panel and determine the appeal in the absence of all other persons except the Disciplinary Assessor (if any) who shall remain present to advise the Panel but shall not be entitled to vote.

(ii) The Appeals Panel may quash or confirm the decision appealed against, or make any order in substitution for it which the Disciplinary Panel could have made.

(b) The Junior Member shall be informed in writing of the Appeals Panel's decision and the reasons for it.

(c) Unless the Appeals Panel merely quashes the decision appealed against, the Appeals Panel's decision shall be accompanied by (a) a letter informing the Junior Member of their right to appeal to the Conference of Colleges' Appeal Tribunal (as provided in Bylaw XI B.31 below) and the time-limit for filing the appeal-application and (b) a copy of the Conference of Colleges' Appeal Tribunal Regulations.

31.(a) (i) The Chair of the Appeals Panel shall at once report the Appeals Panel's decision to the Principal of the Postmasters and to the Senior Tutor and shall inform the Proctors (if appropriate) and any College staff affected by the decision.

(ii) The Senior Tutor shall report the Appeals Panel's decision to the Warden and Tutors' Committee or the Graduate Committee, and to the Junior Member's Director of Studies or the Junior Member's college advisor as the case may require.

(b) The full communication to the Junior Member shall not normally be circulated, but shall be held in the Warden's office.

32. The decision of the Appeals Panel shall be final in the College although the Junior Member shall have the right to appeal the decision of the Appeals Panel to the Conference of Colleges Appeal Tribunal.

33. If the Conference of Colleges Appeal Tribunal upholds the College's decision, the Junior Member may appeal to the Office of the Independent Adjudicator for Higher Education (see [www.oiahe.org.uk](http://www.oiahe.org.uk) for further information). Application forms and guidance notes are available from the Academic Office.

### **Appeals against the application of University penalties (XI B.21-22)**

34.(a) A Junior Member who wishes to appeal against the application of a University penalty to him or her under Bylaw XI B.21 must send the appeal in writing to the Warden within five days (not including Saturday or Sunday) of receipt of confirmation of the penalty from the Principal of the Postmasters.

(b) The Junior Member's appeal must fully set out the special circumstances which are alleged to justify not applying the University penalty in their case.

(c) The appeal shall be copied to the Principal of the Postmasters, who shall send a response to the Warden within five days (not including Saturday or Sunday).

(d) (i) The Disciplinary Panel shall dispose of the appeal without an oral hearing unless it considers it necessary or expedient to hold one.

(ii) If the Disciplinary Panel 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.

(e) (i) The Disciplinary Panel's decision shall be communicated to the Junior Member in writing by the Chair and shall be final. Copies of the decision shall be sent to the Principal of the Postmasters and the Senior Tutor and any College staff affected by the decision.

(ii) The Senior Tutor shall report the decision to the Warden and Tutors' Committee or the Graduate Committee as the case may require.

### **Appeals against fines of less than £150**

35. (a) If the Deputy Principal of the 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 the Postmasters requesting a review of the fine imposed.

(b) Any representations to the Deputy Principal of the Postmasters shall be made within two days (not including Saturday or Sunday) of the imposition of the fine.

(c) The Deputy Principal of the 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, set aside the fine, or substitute a lesser fine.

(d) If the Junior Member is not satisfied with the decision of the Deputy Principal of the Postmasters he shall be entitled to appeal to the Principal of the Postmasters.

(e) Any appeal to the Principal of the 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 the Postmasters.

(f) The only grounds of an appeal to the Principal of the Postmasters shall be errors (which shall be specified) in the findings of fact made by the Deputy Principal of the Postmasters and/or the disproportionality of the fine to the gravity of the offence.

(g) (i) The Principal of the Postmasters shall dispose of all such appeals without an oral hearing unless he considers it necessary or expedient to hold one.

(ii) The Principal of the Postmasters shall have the power on appeal to confirm, reduce or increase the fine.

(iii) The decision of the Principal of the Postmasters shall be communicated to the Junior Member in writing and shall be final.

### **Appeals against fines greater than £150**

36. (a) A Junior Member who has been fined a sum in excess of £150 by the Principal of the Postmasters or the Deputy Principal of the Postmasters may appeal this fine to the Disciplinary Panel, which may confirm, reduce or increase the fine.

(b) Any appeal must be lodged in writing with the Warden within five days (not including Saturday or Sunday) of the imposition of the fine stating the basis of the appeal.

(c) The only grounds of appeal shall be errors (which shall be specified) in the findings of the Principal of the Postmasters or the Deputy Principal of the Postmasters and/or the disproportionality of the fine to the gravity of the offence.

(d) The appeal shall be copied to the Principal of the Postmasters or the Deputy Principal of the Postmasters, who shall be asked to respond within five days (not including Saturday or Sunday).

(e) (i) The Disciplinary Panel's decision, which shall be final, shall be communicated to the Junior Member in writing, giving reasons.

(ii) The Disciplinary Panel shall have the power to impose additional fines or other penalties and may attach such conditions as it sees fit to any penalty:

(a) in the event of trivial or frivolous appeals; or

(b) where it believes that the event warrants a more severe penalty than that already imposed.

### **Service of documents**

37. (a) Unless the Junior Member's University email account has been suspended, all documents required by this Bylaw to be sent to a Junior Member shall be sent by email to the Junior Member's University email address and shall be deemed to be duly delivered when sent.

(b) If the Junior Member's University email account has been suspended:

(i) the Junior Member shall be asked to provide an alternative email address and any documents required by this Bylaw to be sent to him or her shall be sent to that address and shall be deemed duly delivered when sent;

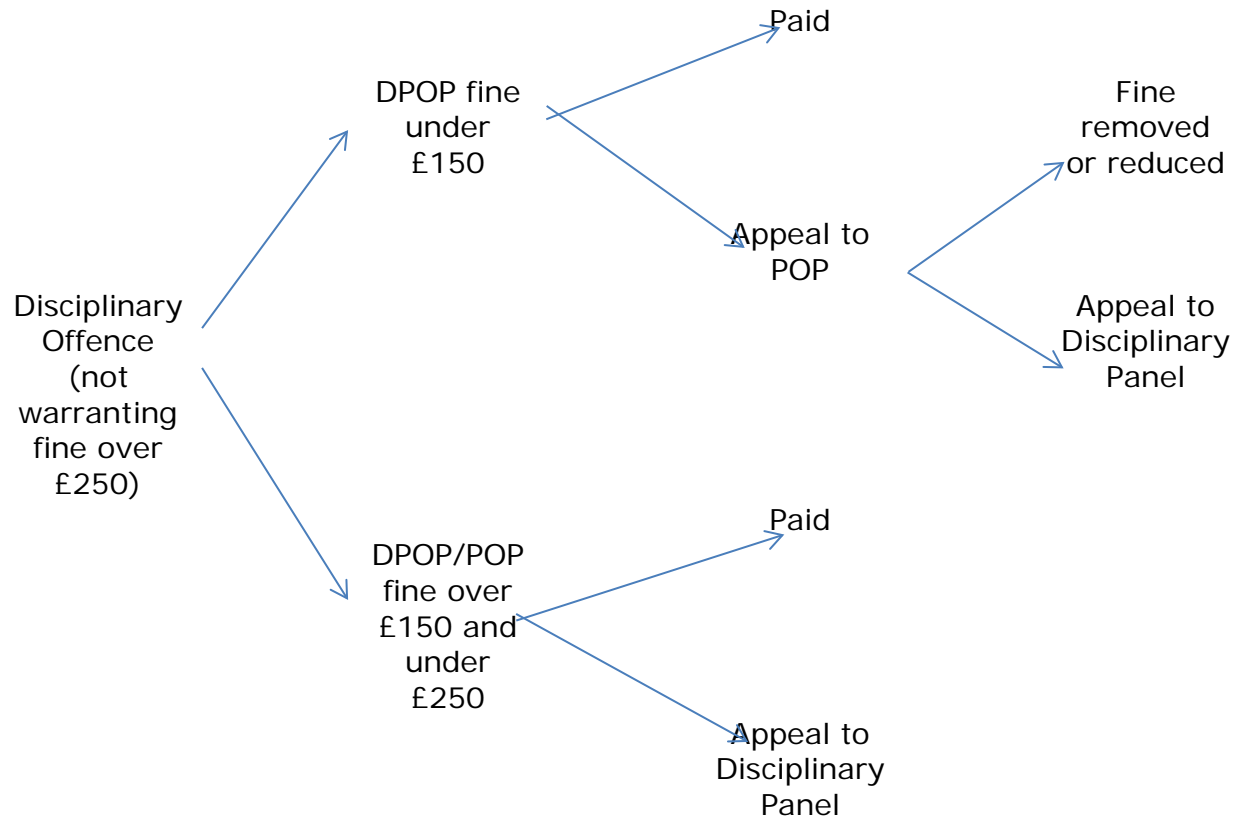
(ii) if the Junior Member has not provided an alternative email address documents shall be left at the College lodge (if he or she is still in residence) and shall be deemed duly delivered 24 hours thereafter or shall be posted to the home address he or she has provided via Student Self Service (if he or she is not in residence), and shall be deemed duly delivered three days after the date of posting.

(iii) Where any documents are required to be posted to the Junior Member's home address and he or she resides abroad all necessary steps shall be taken to ensure that the documents arrive within the period provided.

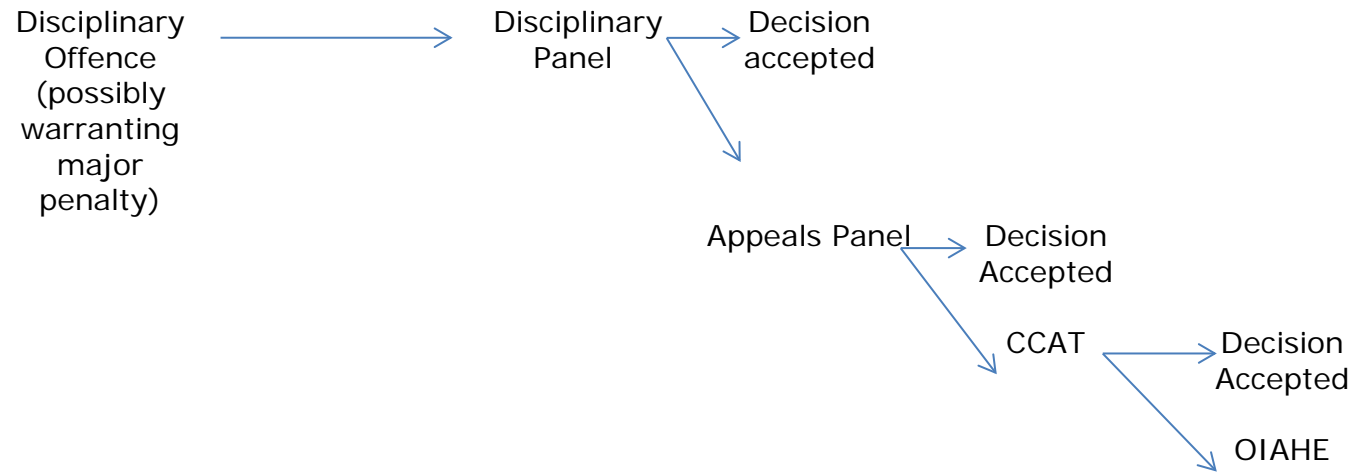
(c) Documents required by Bylaw XI B to be sent to any College Officer or any member of the University other than the Junior Member concerned shall be sent by email to the appropriate University email address and shall be deemed duly delivered when sent.

(d) Notwithstanding the provisions above as to the use of email, if the volume of documents is such as to make sending them by email unwieldy or impracticable the Chair of the Panel may be asked to direct the use of an alternative method for exchanging documents such as the use of any system of file-sharing provided by the University or, if necessary, paper.

**Bylaw XI B flowchart – offences warranting lesser penalty**



**Bylaw XI B flowchart - offences warranting greater penalty**



## **APPENDIX 5: BYLAW XI C: FAILURE IN THE FIRST PUBLIC EXAMINATION**

1. (a) The Senior Tutor shall write to any undergraduate who fails the First Public Examination at the first attempt.
  - (b) The Senior Tutor's letter shall
    - (i) clarify the academic support offered in preparing for the re-sit;
    - (ii) make clear the possible consequence of termination of the course in the event of a second failure; and
    - (iii) remind the recipient of the importance of disclosing any extenuating circumstances which may have affected performance in the First Public Examination.
  
2. (a) The Senior Tutor shall write to any undergraduate who fails the First Public Examination at the second attempt to notify him or her that their course will be terminated.
  - (b) (i) The undergraduate shall have the right to appeal this decision on the grounds of exceptional circumstances to an Appeals Panel convened by the Warden, or the Sub-Warden in the Warden's absence. This shall comprise no fewer than three members of the Governing Body of whom at least two shall hold the office of Tutor. The Senior Tutor shall not be a member.
    - (ii) Any tutor of the undergraduate whose case has been referred and any other interested person shall be replaced by other members of the Governing Body co-opted by the other members of the Panel. For the purposes of this sub-paragraph only a "tutor" shall be defined as any person who has acted as that undergraduate's director of studies or has filed or will file an academic report on that undergraduate's work during the course of the current academic year.
    - (iii) The members of the Appeals Panel as constituted under Bylaw XI C after any replacements have been co-opted shall elect one from among their number to take the chair.
  
3. (a) (i) Any appeal pursuant to Bylaw XIC.2(b)(i) above must be made in writing to the Chair of the Appeals Panel within five days (not including Saturday or Sunday) of the communication of the Senior Tutor's letter.
  - (ii) The appeal must set out the exceptional circumstances applicable in the case.
  
- (b) If the undergraduate intends to rely on medical evidence at the hearing, he or she must submit a report from the College Doctor to the Senior Tutor at least 24 hours in advance of the hearing unless the primary treating clinician is not the College Doctor, in which case the medical report must be sent to the College Doctor in the first instance five working days in advance of the hearing so that the College Doctor can advise the College appropriately.

4. (a) The Senior Tutor shall notify the undergraduate of the date of the hearing, giving at least five days' notice (not including Saturday or Sunday), unless the undergraduate agrees to shorter notice being given.

(b) The hearing shall be conducted and determined by the Appeals Panel.

(c) The undergraduate may attend the meeting with a current member of the University (except the Senior Tutor or their subject tutors) or an OUSU sabbatical officer as an advisor.

5. (a) The purpose of the hearing shall be to enable the Appeals Panel to assess whether the exceptional circumstances presented by the undergraduate mean that their course should not be terminated.

(b) At the hearing, the Senior Tutor (or deputy) shall present a report on the circumstances of the case. The Panel may also seek the comments of subject tutors who may attend in person or submit a report as circumstances permit.

(c) The undergraduate shall then have the opportunity to present their own view of the situation and any supporting evidence, and to respond to the Senior Tutor's report and to the subject tutors' comments.

(d) After this, members of the Appeals Panel shall be given an opportunity to put questions on any aspect of the case.

6. (a) At the end of the hearing, the undergraduate, advisor, the Senior Tutor and subject tutors shall withdraw while the Appeals Panel considers its decision.

(b) The Chair of the Appeals Panel shall write to the undergraduate as soon as possible to communicate the decision, providing a brief account of the reasons for it.

7. (a) If the Appeals Panel decides that exceptional circumstances mean the undergraduate's course should not be terminated, the undergraduate shall be informed of any conditions which must be met before being allowed to return to residence.

(b) The University's regulations prevent an undergraduate from progressing to the Final Honour School without passing the First Public Examination. Permission will need to be sought from the University's Education Committee for any third attempt at the First Public Examination: the College does not have authority to permit this itself.

8. (a) If the Appeals Panel decides that the circumstances presented as exceptional do not justify withholding the usual sanction of terminating the undergraduate's course, the undergraduate may appeal to the Conference of Colleges Appeal Tribunal, a body independent of the College.



(b) The undergraduate must normally exercise this right to appeal within five working days of receipt of the Appeals Panel's decision. The Chair's letter shall explain how to do this. Further information shall also be available from the Tutorial Office<sup>22</sup>.

9. If the Conference of Colleges Appeals Tribunal upholds the College's decision, the undergraduate may appeal to the Office of the Independent Adjudicator for Higher Education (see [www.oiahe.org.uk](http://www.oiahe.org.uk) for further information). Application forms and guidance notes shall be available from the Tutorial Office<sup>23</sup>.

[Adopted Trinity term 2012]

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<sup>22</sup> To be updated to read Academic Office

<sup>23</sup> To be updated to read Academic Office

## APPENDIX 6: BYLAW XI D: SUSPENSION AND FITNESS TO STUDY PROCEDURES

### Scope

1. (a) This Bylaw contains two procedures.

(b) The first part (Suspension of Study Procedure) is intended for situations where an undergraduate wishes to suspend study on medical or other grounds and it sets out the procedure which the College shall follow when considering such requests. Graduates are excluded because requests to suspend study are considered by departmental and faculty Graduate Studies Committees.

(c) The second part (Fitness to Study Procedure) details the procedures which the College shall follow when there are concerns about the fitness to study of any Junior Member, whether undergraduate or graduate. A College Fitness to Study Panel (the Panel) plays a role in both procedures.

(d) A Glossary of terms used in the Procedures is provided in the Appendix to this Bylaw

### The Fitness to Study Panel

2. (a) (i) The Fitness to Study Panel shall be chaired by the Sub-Warden or by another Governing Body Fellow nominated by the Sub-Warden if the Sub-Warden is also unavailable, with four other Governing Body Fellows of the College, at least two of whom should be Tutors or former Tutors.

(ii) These members shall be drawn by the Chair from a pool of eight Governing Body Fellows who have agreed to sit on the Panel. The Panel shall include both male and female members.

(iii) Should any member of the Panel be the tutor of the Junior Member<sup>24</sup> or have an interest in the case, she or he shall be replaced by another member of the pool (or a member of the Governing Body co-opted by the other members of the Panel in the event that there is no member of the pool available).

(iv) The Panel shall normally require the participation of five members but outside of term in cases of urgency special arrangements may need to be made including reducing the number of members to not less than three.

(b) (i) The Senior Tutor shall provide an anonymised annual report on the work of the Panel to both the Warden and Tutors' Committee and the Graduate Committee.

(ii) All individual student suspensions of study shall be

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<sup>24</sup> For this purpose, a tutor shall be defined as someone who has filed or will file an academic report on a Junior Member's work or has acted as director of studies for an undergraduate, or as College advisor to a graduate student.

reported to the Warden and Tutors' Committee or the Graduate Committee, as appropriate, for the official record.

### **General considerations**

3. (a) In operating these procedures the College shall take account of all relevant legislation such as the Data Protection Act 2018, the Mental Capacity Act 2005, the Human Rights Act 1998, the Equality Act 2010, and the general rights and expectations of a student of confidentiality.

(b) In cases where Stages 2 or 3 of the Fitness to Study Procedure have been invoked, the Chair shall make a decision about whether the Junior Member's emergency contact should be informed, and discuss with the Junior Member whether any statutory services should be contacted.

(c) The College acknowledges that as a result of implementing this procedure it will receive sensitive personal data and data of a confidential nature pertaining to the student and other third parties, and shall ensure that all such data is handled, processed and stored in accordance with the College's legal obligations in this regard.

### **Part 1: Suspension of Study Procedure**

4. (a) Undergraduates do not have an automatic right to suspend study, though the College will consider sympathetically requests on medical or other welfare grounds and make reasonable adjustments (including with regard to these procedures) in cases covered by the Equality Act 2010.

(b) (i) Suspensions on medical grounds shall require medical certification in support of the request from the College Doctors.

(ii) The College shall not grant suspension solely on the ground that the Student is or feels ill-prepared for examinations.

(iii) Requests for suspension should be made in a timely manner. Requests should normally be made by the undergraduate but in extreme circumstances the College may permit requests to be made by a representative of the undergraduate.

5. (a) Cases shall first be considered confidentially by the Senior Tutor, Chaplain, and relevant Director of Studies, with the involvement of other subject tutors if appropriate.

(b) Their review shall not only consider the merits of the request to suspend but shall also work through a checklist of items to ensure the suspension from and return to study are properly planned. The checklist shall include:

(i) Agreement of an appropriate treatment plan with the College Doctor

(ii) Appropriate access to facilities while suspended;

(iii) Academic plan for catching up on any work backlog and

preparing for the term of return, including any collections requirements;

- (iv) Any expectations regarding the provision of interim reports by the undergraduate;
- (v) Consideration of a referral to the Disability Advisory Service;
- (vi) Review meeting in the term preceding return;
- (vii) Implications for examinations (over standing for honours, changed regulations);
- (viii) Conditions attached to return;
- (ix) The case for repeating any terms;
- (x) Anticipated medical and welfare support on return.

6. The Senior Tutor shall then make a recommendation to the Panel, by notifying the Chair, who shall then convene the Panel.

7. (a) The College expects shortfalls in completed work to be made up and does not ordinarily permit undergraduates to repeat terms if they have received the full tuition. The Panel shall therefore authorise repetition only in rare cases e.g. where there are material gaps in their tuition.

(b) (i) Where the Panel does not support the request to suspend, or wishes to impose further or other conditions for the student's return or otherwise, the Chair shall set out the reasons for this decision in writing to the undergraduate.

(ii) Where the Panel supports the request, the Senior Tutor shall convey the Panel's decision and any conditions in writing to the undergraduate and report the resulting suspension of study to the Warden and Tutors' Committee.

8. (a) After an approved suspension on medical grounds and before the undergraduate is permitted to resume study, the College must receive a medical assessment from the College Doctor stating whether or not, in their opinion, the undergraduate is fit to resume study.

(b) The College Doctor's assessment shall take into account reports provided by other clinicians involved in the care of the undergraduate during the period of suspension.

(c) The Senior Tutor, Chaplain and the undergraduate's Director of Studies shall be responsible for determining, in light of the College Doctor's assessment, whether the undergraduate is fit to study and whether any other conditions for return have also been met.

(d) (i) If the Senior Tutor, Chaplain and the undergraduate's Director of Studies are of the view that the undergraduate is fit to return to study and all other conditions for return have been met, the Senior Tutor shall report the undergraduate's return to the Warden and Tutors' Committee.

(ii) If the undergraduate is not considered fit to return to study or other conditions have not been met, and if no alternative

arrangements have been agreed with the undergraduate, the Fitness to Study Procedure may be invoked.

9. In the event that a request to suspend is not supported, or an undergraduate disputes the Panel's decision, or the undergraduate is found not to be fit to return to study following a period of suspension, the undergraduate may seek a review. The process to be followed is set out at paragraph 13 below.

## **Part 2: Fitness to Study Procedure**

10. This Fitness to Study Procedure has three stages depending on the perceived level of risk, the severity of the problem and the student's engagement with efforts to respond to it. In urgent cases, at the College's discretion, stages 1 and 2 may be bypassed. A flowchart to illustrate the operation of the Fitness to Study Procedure is set out at Appendix 2.

11. Throughout the Procedure outlined below, fitness to study is understood as defined by University legislation as:

(a) a student's fitness:

- (i) to commence a distinct course of academic study; or
- (ii) to continue with his/her current course of academic study; or
- (iii) to return to his/her current or another course of academic study; and

(b) his/her ability to meet:

(i) the reasonable academic requirements of the course or programme; and

(ii) the reasonable social and behavioural requirements of a student member (whether resident in college or not) without his/her physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or other students and/or University or college staff (notwithstanding adjustments required by law).<sup>25</sup>

12. The stages of the Fitness to Study Procedure shall be as follows:

### **1. Stage 1- Informal Action by the College**

1.1 (a) Concerns about a student's fitness to study can arise in a number of situations. Tutors, members of the Welfare Team, the Principal and Deputy Principal of the Postmasters, other students, and/or members of college staff may observe

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<sup>25</sup> <https://governance.admin.ox.ac.uk/legislation/statutes>

behaviour that suggests that a student's medical, psychological, or emotional problems are compromising their fitness to study.

(b) Any member of college who has such concerns is encouraged to consult a member of the Welfare Team. The Welfare Team will consult about appropriate action, and may make discreet enquiries about the student's behaviour and academic performance. If the risk is deemed less severe, the Welfare Team may initially direct the student toward appropriate forms of support.

1.2 (a) Should preliminary action in terms of support and guidance be unsuccessful, the Chaplain, along with the student's Director of Studies or College Advisor if deemed appropriate in consultation with the Chaplain, shall approach the student and explain, in a supportive and understanding manner, that concerns about their fitness to study have emerged. In the case of a student with a disability, a support worker from the Disability Advisory Service may be involved in this meeting.

(b) The student shall be made aware of the precise nature and causes of these concerns. The student shall be given the opportunity to explain their own views on the matter, and be encouraged to think about using one or more of the support services offered by the University. It may also be appropriate to look into the possibility of applying academic arrangements or support to enable the student to study effectively, including making reasonable adjustments in the case of a student with a disability.

(c) At this stage the Senior Tutor shall be informed, if not already aware, that there are concerns about the student's fitness to study.

1.3 It is hoped that in most cases issues can be resolved at this level, and that the student will respond positively, co-operating fully with the process and taking advantage of the support available. It may be necessary to obtain independent corroboration as to whether support offered is being taken up. The responsibility for providing this evidence shall lie with the student.

1.4 (a) A review period shall be determined by agreement between the Welfare Team, the Senior Tutor, and the student during which clear, observable and measurable goals for change shall be set. This review period will allow the student to seek advice and support from any appropriate services.

(b) At the end of this period a meeting shall be held to discuss any steps taken by the student to address the concerns. If the concerns have been addressed satisfactorily, this will be noted.

(c) Further meetings may be scheduled to continue to monitor the situation/progress and help ensure that continued support is provided to the student to enable them to study effectively. If, however, the concerns have not been addressed, a further review period may be agreed, or the case shall move to the next stage of the procedure.

1.5 (a) The informal discussions, advice and any undertakings made by the College or University and/or the student shall be documented for the benefit of the College, the University and the student, but shall be kept confidential. Copies of documents are to be kept by the Welfare Team.

(b) A letter setting out what has been agreed shall be given to the student.

1.6 If a student is unable or unwilling to co-operate with the above process or modify their behaviour, they shall be informed that more formal action under Stage 2 of this procedure may be considered appropriate.

## **2. Stage 2- Case Review Group**

2.1 (a) If the action taken under Stage 1 has not been successful or if it is felt that the case is too serious to be dealt with informally, Stage 2 of the procedure may be invoked.

(b) (i) A meeting of a Case Review Group shall be convened by the Senior Tutor, made up of the Chaplain, the student's Director of Studies or College Advisor and the Senior Tutor and to include if appropriate the Supervisor in the case of Graduates or Course Director if there is no Supervisor.

(ii) A representative from the Disability Advisory Service, or the College's designated link to the Counselling Services, may also attend for information and advice if felt appropriate by the Senior Tutor and the Case Review Group may consult with the College Nurse if it considers it appropriate.

(c) In both stage 2 and stage 3 processes the Senior Tutor shall be the point of contact with the student and with all other agencies and individuals. He or she shall keep records of the whole process. The Senior Tutor shall appoint a deputy if unavailable to act at any stage.

2.2 (a) (i) Before the meeting, a medical assessment may be sought from the College Doctors or another qualified practitioner familiar with the Oxford University system and the spectrum of student difficulties.

(ii) The student shall be encouraged to consent to this, as it will ultimately enable the College to address the student's difficulties in the most effective manner possible and

make an accurate assessment of risk.

(b) The medical assessment is to be used to determine the following matters:

- (i) the nature and extent of any medical condition from which the student may be suffering;
- (ii) the student's prognosis;
- (iii) the extent to which it may affect his/her fitness to study and manage the demands of student life;
- (iv) any impact it may have on or risk it may pose to others;
- (v) whether any additional steps could be taken by the College, in light of the medical condition, to enable the student to study effectively;
- (vi) whether the student will be receiving any ongoing medical treatment or support;
- (vii) whether the condition might be viewed as a disability within the terms of the Equality Act 2010.

2.3 (a) (i) The student shall be encouraged to authorise full disclosure of the results of any medical examination to the College of aspects relevant to study.

(ii) The College recognises that any such information disclosed will constitute 'Special Category personal data' for the purposes of the EU General Data Protection Regulation and the Data Protection Act 2018, and it shall be handled, processed and stored accordingly.

(b) Information received at Stage 2 may also be used in the Stage 3 of this procedure.

(c) (i) Should the student refuse to undertake a medical examination, or disclose results, the College may continue this procedure based on the information already in its possession.

(ii) Should the student wish to furnish medical evidence from a practitioner of the student's own choosing, the College shall require that this evidence is reviewed by the College Doctor or another qualified practitioner.

2.4 (a) The student shall normally be given at least 5 working days' notice of the convening of a Case Review Group meeting and informed of the purpose of the meeting. This period may be shortened in urgent situations on the advice of the Welfare Team.

(b) The student shall also be provided with any documents that will be considered by the Group, and asked to provide any documentation he or she may wish the Group to consider, in good time for the meeting.

2.5 (a) (i) The student shall have the right to attend the



Case Review Group meeting and may be accompanied at the meeting by an OUSU sabbatical officer, a fellow student, one of the Merton Junior Deans for Welfare, or another current member of the University as an advisor.

(ii) A parent shall not normally be allowed to attend as an advisor, except at the College's discretion.

(iii) In addition, a designated support worker, if required, may accompany disabled students.

(b) The student shall notify the Senior Tutor at least 24 hours in advance of the meeting if they are to be accompanied and by whom.

2.6 The purpose of the meeting shall be to ensure that:

- the student is made fully aware of the nature of the concerns that have been raised;
- the student's views are heard and taken account of and the best way to proceed is agreed upon;
- the student is fully aware of the possible outcomes if difficulties remain.

2.7 The Case Review Group shall order its proceedings at its own discretion and may call witnesses, including University Student Support Services staff working with the student, and institute enquiries to assist its deliberations.

2.8 The Case Review Group may make one of the decisions (a) to (e) below:

(a) That no further action is required.

(b) To formally monitor the student's progress for a specified period of time.

(i) In this case an action plan shall be agreed with the student, outlining any steps, which the student will need to take, and/or any support to be provided to the student, to address the concerns identified.

(ii) Regular review meetings with the student shall be arranged with a nominated member of College staff, to ensure that the action plan is being appropriately followed and/or that reasonable support to enable the student to study effectively is being provided.

(iii) The student shall be informed of the consequences of any breaches of the action plan, which will normally involve their fitness to study being considered at Stage 3.

(c) To recommend that special academic arrangements or support are put in place.

(i) Such recommendations shall be agreed with the student's department and by the student and approved by

the relevant University authority.

(ii) The student shall be informed that unless these arrangements remedy the concerns to the College's satisfaction, their fitness to study may be considered at Stage 3 of these procedures.

(d) With the consent of the student, to agree that their studies be suspended for a period of time with appropriate application to the relevant University authority.

(e) To refer the case to the Warden, to be considered under Stage 3 of this procedure.

This decision will only be appropriate in the most serious of cases, where for example evidence of a serious risk to either the health and safety of the student or others has been identified, and it is thought that the student's suspension of study or banning or medical withdrawal may be the appropriate course of action, or where a particular course of action has been recommended but the student does not agree.

2.9 (a) The decision of the Case Review Group, together with a concise record of the meeting, shall be sent to the student as soon as possible and no later than 5 working days from the date of the meeting, and a copy kept on the student's personal file.

(b) A copy of this documentation shall also be sent to the student's faculty or department where relevant.

### **3. Stage 3 – Fitness to Study Panel**

3.1 Stage 3 of the procedure shall only be implemented:

(a) following a referral from a Stage 2 Case Review Group, or

(b) if in the opinion of the Senior Tutor (having consulted as appropriate) initial concerns have been raised which are sufficiently serious as to warrant the consideration of the student's suspension of studies or banning or medical withdrawal (including, but not limited to, if the student poses a potential threat to the health and safety of him- or herself or others, or to the efficient working of the institution).

3.2 (a) The Warden shall have the power to temporarily ban the student from the College pending further action.

(b) If the Warden is not available, the Sub-Warden or (in the absence of the Sub-Warden) a Bursar may act on their behalf.

3.3 A Panel shall be convened in accordance with these procedures.

3.4 At any point in Stage 3 where the case concerns a graduate,

the Panel may suspend its procedures and refer the case to the University Fitness to Study Panel.

3.5 The Chair shall fix a date for a meeting of the Panel to hear the case and shall invite the student to attend to discuss the concerns and all relevant issues.

3.6 (a) Whenever possible the student shall be given at least 5 working days' notice of the meeting of the Panel. This period may be shortened in urgent situations on the advice of the Welfare Team.

(b) The student shall be informed of the purpose of the hearing.

(c) The student shall also be provided with any documents to be considered at the meeting and asked to provide any documentation he or she may wish the Panel to consider, in good time for the meeting.

3.7 (a) The student may be accompanied at the meeting by an OUSU sabbatical officer, a fellow student, a member of the Welfare Team other than the Chaplain, or another current member of the University as an advisor. Disabled students may also be accompanied by a support worker where required.

(b) The student shall notify the Senior Tutor at least 24 hours in advance of the meeting if they are to be accompanied and by whom.

(c) A parent shall not be allowed to attend as advisor except at the discretion of the Panel.

(d) The student may make oral representations at the meeting.

3.8 (a) The purpose of the meeting shall be to consider the evidence available, including the student's perception of these concerns, in order:

(i) to determine whether the objectives of stage 2 have been met by the student

(ii) to determine whether the College has put in place reasonable adjustments to enable the student to continue to study.

(b) If the matter has not been considered at stage 2 because of the severity of the situation, the Panel may also take any actions which would otherwise have been considered at Stage 2.

3.9 (a) The Panel shall regulate its proceedings as it thinks fit and may call witnesses and institute enquiries to assist its

deliberations, and may request further medical assessments of the student's fitness to study.

(b) It shall also consider any previous assessments of the student's fitness to study.

(c) The Chair shall ensure that all parties have access to all documents.

3.10 (a) The Chair shall obtain a collective decision from members of the Panel.

(b) The decision may include one or more of the following:

(i) To formally monitor the student's progress for a specified period of time.

(a) In this case the Panel shall provide the student with an agreed action plan, outlining any steps which the student will need to take and/or any support to be provided to the student to address the concerns identified.

(b) Regular review meetings with the student are to be arranged with a nominated member of staff (to ensure that the action plan is being appropriately followed and/or that reasonable support to enable the student to study effectively is being provided).

(c) The student shall be informed of the consequences of any breaches of the action plan.

(ii) That, following consultation with the academic Department, and subject to the approval of the relevant University authority, special academic arrangements are to be put in place - or an interruption of studies is to be agreed. The student shall be informed of the consequences should these arrangements fail to remedy to the College's satisfaction the concerns identified.

(iii) To recommend that the College exercises its statutory power to require the student to suspend or to ban the student or to require their medical withdrawal.

(iv) Any other action considered to be appropriate and proportionate.

(d) Any decision regarding suspension, banning or medical withdrawal shall be communicated by the Senior Tutor to the University and to any support services who have been involved with the student.

3.11 (a) The student shall be notified by the Chair of the decision, with reasons, as soon as possible and no later than 10 working days of the meeting of the Panel.

(b) Communication of the decision to the Junior Member shall normally be undertaken in person in the Warden's Office and shall be immediately confirmed in writing.

(c) Support shall normally be made available to the student

at the time, preferably from a member of the Welfare Team or the student's Director of Studies or College Advisor.

3.12 If the student does not agree with the decision the Panel may choose

(a) to refer to the University's Fitness to Study Panel for a recommendation on how to proceed, or

(b) to stand by its decision based on the information gathered during this and preceding levels of intervention.

3.13 If the student is dissatisfied with the decision, he or she may seek a review. The process to be followed is set out below.

#### **4. Return to Study**

4.1(a) After a suspension of study following a decision of the Case Review Group or the Panel, the student may make a request to the College for permission to return to the course.

(b) The Senior Tutor, in consultation with the Welfare Team and relevant medical professionals (including but not limited to the College Doctors), shall identify the issues of concern that the College may have in respect of the student's fitness to study.

(c) The Senior Tutor shall also contact the relevant medical professional for an assessment of the student's ability to manage the demands of returning to studying at Oxford University, drawing attention to the nature and extent of the student's previous problems and the College's concerns about them.

4.2 The student shall be permitted to return only if, after receiving medical or other specialist advice about the likely impact of the student's condition on their fitness to study, the Panel is satisfied that the student is fit to study and able to comply with any conditions imposed on their return.

4.3 (a) (i) In cases where the College has any continuing concerns about the individual's fitness to study, it may require a second medical or specialist opinion.

(ii) In this case a student may be asked to submit themselves for medical examinations by doctors or other specialists, including the College Doctor or a consultant, nominated by the College, at the College's expense to allow the situation to be properly evaluated.

(b) (i) In any case where a student has been permitted to return to study following the implementation of the Fitness to Study procedure, the College shall hold an initial meeting with the student to discuss what support measures

need to be put into place for the student's return and establish a return to study plan.

(ii) This initial meeting shall include the student's Director of Studies or College Advisor; the Senior Tutor; a member of the Welfare Team; where applicable, a member of the Disability Advisory Service, and, in the case of graduates, shall take advice from supervisors and taught-course tutors.

(iii) (a) At this initial meeting it may be decided that there should be regular review meetings with the student that can be used to monitor and support a return to study plan. If so, the student must provide their continued cooperation in this respect and such review meetings may continue for part or all of their remaining time at College.

(b) There should be a written record of what is agreed for the return to study plan and a copy given to the student. The Senior Tutor should ensure that, where appropriate, a copy of the plan is sent to the relevant support agencies, who have agreed to help implement the plan and that any necessary support from agencies external to the College is put in place.

(c) The Senior Tutor should make arrangements for monitoring that the support plan is being delivered and accepted.

## **Review process**

13.(a) If the student is not satisfied with any decision made in accordance with the College's Suspension of Study or Fitness to Study Procedures, then he or she shall have the right to seek a review which shall be conducted by the College's Appeals Panel.

(b) (i) In Fitness to Study cases the Appeal Panel shall be chaired by the Warden or another member of the Governing Body nominated by the Warden with four other members of the Governing Body, of whom at least two are Tutors. The Appeals Panel shall include both male and female members.-

(ii) The Members of the Fitness to Study Panel shall not be members of the Appeals Panel (although members of the pool from whom the Panel was drawn may be included on the Appeals Panel). The student's tutors and any other interested persons shall not be included in the Appeals Panel.

(iii) In the absence of the Warden there shall be five members of the Appeals Panel who will appoint one among their number to act as chair.

(iv) The Appeals Panel may regulate its proceedings as it sees fit.

(v) The Chair of the Appeals Panel shall have the power whether on application by the Junior Member or the Chair of the Fitness to Study Panel or without such an application to extend any time-limit imposed by this Bylaw where it seems expedient to do so (such as to take account of periods when the College will be closed).

14.(a) The student shall set out the case for review in writing to the Chair of the Appeals Panel within five working days of the communication of the Fitness to Study Panel's decision. The student's case shall set out any alleged procedural unfairness or failures in the reasoning underlying the decision in question.

(b) The Chair of the Appeals Panel shall copy the student's appeal to the Chair of the Fitness to Study Panel or the Senior Tutor, as the case may be, who shall respond in writing to the Chair of the Appeals Panel within five working days. The Chair of the Appeals Panel shall then copy that response to the student.

15.(a) The Chair of the Appeals Panel shall convene a meeting of the Appeals Panel giving the student at least five working days' notice of such meeting, unless the student agrees to shorter notice being given.

(b) The student shall be told in writing of the time and venue of the meeting.

16.(a) Without prejudice to the Appeals Panel's right to regulate its proceedings, the following procedure shall normally be adopted:

(b) The Appeals Panel shall consider the basis of the student's appeal and the response of the Chair of the Fitness to Study Panel or Senior Tutor, as the case may be.

(c) (i) The student may be accompanied at the meeting by an OUSU sabbatical officer, a fellow student, a member of the Welfare Team other than the Chaplain, or another current member of the University as an advisor.

(ii) Disabled students may also be accompanied by a support worker where required.

(iii) A parent will not be allowed to attend as advisor except at the discretion of the Panel.

(iv) The student should notify the Chair of the Appeals Panel at least 24 hours in advance of the meeting if they are to be accompanied and by whom.

(v) The student may make oral representations at the meeting.

(d) In the event that the student does not attend the hearing, the Appeals Panel may proceed in their absence.

(e) The Appeals Panel can confirm or amend the decision of the Fitness to Study Panel in question and shall issue its decision in writing.

17.(a) The College's procedures with regard to the matter shall be complete when the Appeals Panel's decision has been issued.

(b) Should the student remain dissatisfied, the matter may be taken to the Office of the Independent Adjudicator for Higher Education (see [www.oiahe.org.uk/](http://www.oiahe.org.uk/)). Application forms and guidance notes shall be made available from the Academic Office.

## Appendix 1 Glossary

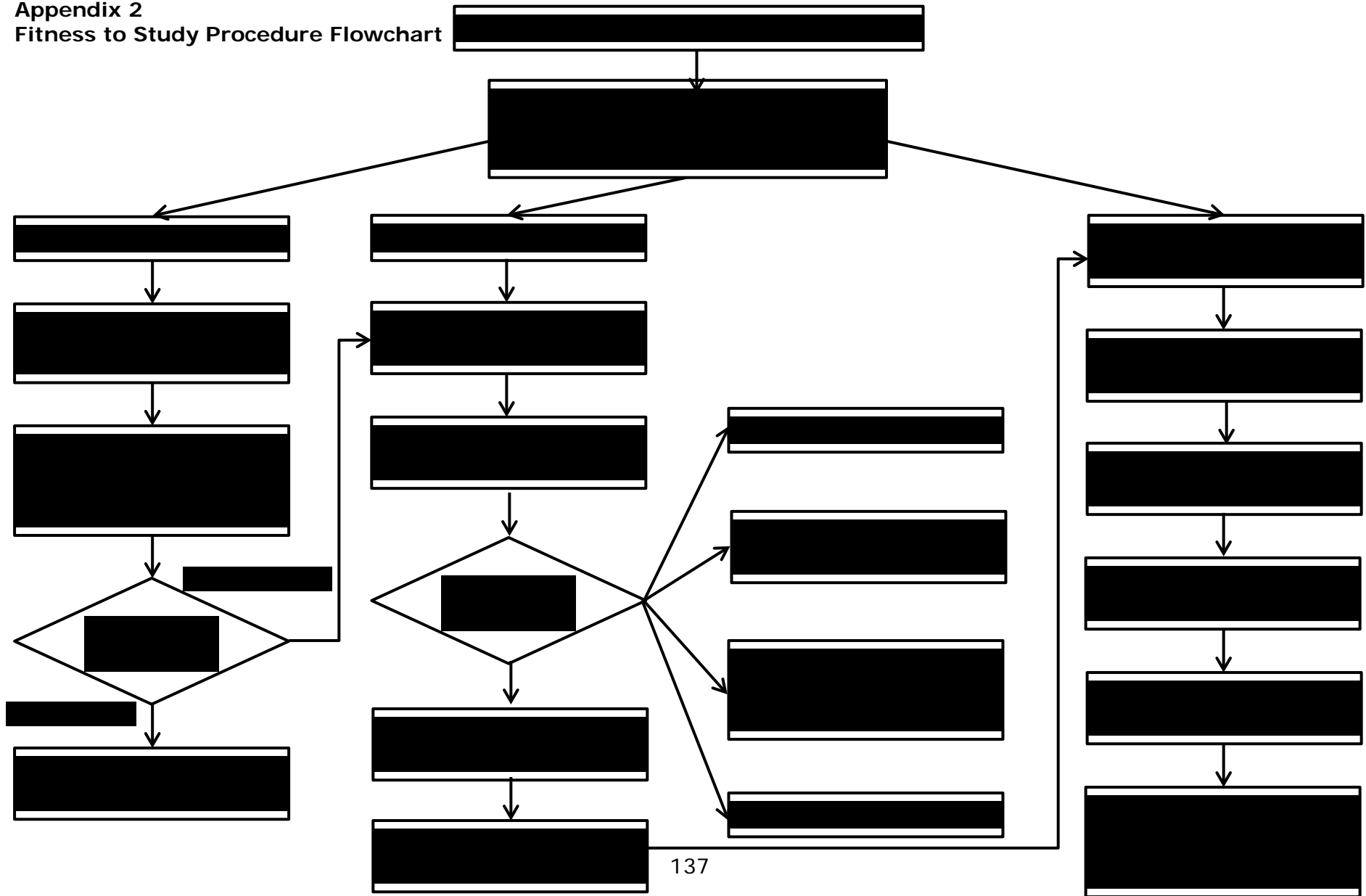
| Term                |  |
|---------------------|--|
| Ban                 | Means that for a specific period of time the undergraduate ceases to be provided with either tuition by the College or to have the use of College facilities or both. The undergraduate remains a member of the University of Oxford and may still enter their name for its examinations as an individual, and may appear in the Class List, provided that statutable residence has been kept. |
| College Adviser     | Refers to the senior member assigned to each graduate member of Merton College.  |
| College Doctor      | Refers to the practice of Dr J Bogdanor and Partners <sup>26</sup> , Jericho Health Centre or such other medical practice as the College may nominate from time to time.   |
| Director of Studies | Refers to the senior member assigned to each undergraduate member of Merton College.   |
| Medical withdrawal  | Refers to the termination of a student's course either voluntarily or non-voluntarily on medical grounds.  |
| Suspend             | The term used by the University of Oxford to describe an intermission in study during which period the suspended individual does not hold student status, including voluntary and non-voluntary suspension on medical grounds.   |
| Welfare Team        | For the purposes of these procedures the Welfare Team denotes the Chaplain, College Nurse and the Junior Deans for Welfare.  |

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<sup>26</sup> To be updated to read Dr L Leaver and Partners



Appendix 2  
Fitness to Study Procedure Flowchart



## **APPENDIX 7: HOLDING MEETINGS OR PARTIES ON COLLEGE PREMISES**

### **Obtaining Permission**

Permission MUST be obtained from the Deputy Principal of the 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 the Postmasters before such an occasion.

The form for obtaining permission, making a booking, and arranging security and safety is available from the intranet page:

<https://intranet.merton.ox.ac.uk/content/room-booking-request-form-students>.

The form must be fully completed with accurate and detailed information two weeks in advance. 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 the Postmasters. Documentation of this consent must be submitted with the form. (See below for details of venues and contacts.) The College reserves the right to impose a rental charge for the use of certain College rooms and other venues to Merton students and non-Merton Clubs and Associations.

Permission must be applied for from the Deputy Principal of the Postmasters in writing at least two weeks before the event is to be held.

The College may withhold permission for parties and other events during times proximate to public examinations. A ban on such events is enforced from the start of 4th Week Trinity term until the end of 10<sup>th</sup> Week Trinity Term, 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 organisers 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 the Postmasters, deems it necessary, extra staff or security must be arranged by and at the cost of the organisers.

## **Freedom of Speech**

The requirements of the Code of Practice on Meetings and Events<sup>27</sup> must be complied with. Freedom of speech and academic freedom are central tenets of academic life. The legal duties of UK universities to protect free speech is enshrined in legislation, including the Education (No 2) Act 1986 and the Human Rights Act 1998, and academic freedom is protected by the Education Reform Act 1988. All members of the College, including academics, staff, students, and visitors, must have due regard to the need to prevent people from being drawn into terrorism ('Prevent duty') under the Counter-Terrorism and Security Act 2015. Only criminal speech is proscribed. Speakers and audiences must observe the relevant college policies on harassment and conduct civil academic discussions at all times.

In order to meet the College's obligations under the Prevent legislation, students who organise an online event with an external speaker

- i. which is organised on behalf of any College society or group (including the JCR and MCR) or
- i. which is branded in any way as associated with the College or
- ii. which uses the College's IT facilities

must provide details to the Deputy Principal of the Postmasters no fewer than 7 days in advance, including the name of the speaker and the speaker's proposed subject.

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

## **Responsibilities of Organisers**

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 the Postmasters.

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<sup>27</sup> See Appendix 10 or <https://compliance.admin.ox.ac.uk/prevent/code-of-practice-on-meetings-and-events#:~:text=The%20University%20of%20Oxford%20seeks,both%20intellectual%20challenge%20and%20change>.

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.

Organisers of parties or meetings are asked to remind their guests that photographs or films of individuals who are attending the event are the personal data of those individuals and must be processed lawfully, i.e., in accordance with the Data Protection Act 2018 and the UK GDPR, so far as they apply. Processing of personal data which is carried out by a natural person (i.e., a human) in the course of a purely personal or household activity is outside the scope of the UK GDPR. The extent to which posting to social media by a natural person will be construed as being carried out in the course of a purely personal activity is likely to be affected by the extent to which the general public has access to the post. However, posting to social media accounts operated on behalf of the JCR and MCR or by clubs and societies does not benefit from this exception and will be within the scope of the UK GDPR: those responsible for these accounts should therefore ensure that they have the consent of those who appear in photographs or films before posting them.

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 £30-£75, depending on severity; 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 Deputy Principal of the Postmasters using the appropriate form available on the intranet

<https://intranet.merton.ox.ac.uk/student/room-booking-request>. 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 two weeks before the date of the meeting. If

the Deputy Principal of the Postmasters has not given permission, the meeting will not be allowed.

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 civilised 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 for gatherings of more than ten people must be authorised by the Deputy Principal of the 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 the Postmasters will accept the booking.

The form for obtaining permission, making a booking, and arranging security and safety is available from the intranet page: <https://intranet.merton.ox.ac.uk/content/room-booking-request-form-students>. The form must be submitted no later than 2 weeks prior to the event date, and must be fully completed with accurate and detailed information. Additional information is given below.

| Venue                   | Permission  | Additional information  |
|-------------------------|---|---|
| JCR                     | <p>1. JCR President; and 2. If the gathering is for more than 10 people, the DPOP</p> <p>3. Head Porter or Deputy Head Porter</p>   | <p>If you have been given permission to hold a party in the JCR, you must write to all residents of St Alban's 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> <p>In Trinity Term loud noise/music played in the JCR must cease by 9.00pm.</p> |
| MCR/Holywell Music Room | <p>1. MCR President or MCR Social Secretary, as nominated by the MCR Executive Committee; and</p> <p>2. If the gathering is for more than 10 people, the DPOP</p> <p>3. Head Porter or Deputy Head Porter</p> | <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               | <p>1. Domestic Bursar: and</p> <p>2. If the gathering is for more than 10 people, the DPOP</p> <p>3. Head Porter or Deputy Head Porter</p>  | <p>A charge of £40 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. Food, drink, and smoking are prohibited in the Mure Room.</p>                         |
| Fitzjames 1             | <p>1. Domestic Bursar and</p> <p>2. If the gathering is for more than</p>   |   |

| Venue             | Permission  | Additional information   |
|-------------------|---|--|
|                   | 10 people, the DPOP<br>3. Head Porter or Deputy Head Porter   |  |
| TS Eliot Theatre  | 1. Domestic Bursar and<br>2. If the gathering is for more than 10 people, the DPOP<br>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.<br><br>Applications to use the TS Eliot Theatre must be received at least two weeks in advance.<br><br>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;<br>2. Groundsman;<br>3. If the gathering is for more than 10 people; the DPOP; and<br>3. Secretary of Amalgamated Clubs<br>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 (£150 for non-Mertonian clubs and associations).<br><br><b>Unless a special extension of music hours has been agreed with the Principal of the 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.</b><br><br>All musical equipment must use the designated power points attached to the acoustic control system.<br>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;<br>2. Garden Master; and<br>3. Principal of the Postmasters   | Use of the lawns and gardens by junior members for parties is restricted.<br><br>You may apply to hold an event on a Merton College lawn or garden and the appropriate location (Chestnut Lawn, Sundial Lawn, Fellows Garden) will be  |

| Venue | Permission  | Additional information  |
|-------|---|---|
|       | <p>4. Deputy Principal of the Postmasters;</p> <p>5. Depending on circumstances, Senior Member of Merton Floats, Warden &amp; Tutors' Committee</p> | <p>assigned, taking preferences into account where possible</p> <p>You may apply to use a Merton College lawn on behalf of an official College body (e.g., JCR, MCR) or recognised College clubs or societies. Normally a Fellow of the College must agree to be present at the function.</p> <p>Garden functions may not exceed four hours in duration (including set up and close down), except by special permission from the Warden and Tutors' Committee through the Principal of the 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 the Postmasters.</p> <p>No student, club or society may hold more than one event in the gardens per term.</p> <p><b>A maximum of three parties per week will be allowed and one party per day.</b></p> <p>All applications for garden parties must be approved by the Garden Master by Friday of 0th Week of Trinity 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 &amp; Tutors' Committee before drama rehearsals or performances.</p> |



| Venue                | Permission   | Additional information   |
|----------------------|--|--|
|                      |  | <p>The Principal of the Postmasters must request permission from the Warden &amp; Tutors' Committee for any other events in the Gardens. A maximum of three parties per week will be allowed and one party per day</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        | 1. DPOP<br>2. Head Porter or Deputy Head Porter  | <p>Junior members who wish to hold a party or 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 the 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 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 | <p>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.</p>  |

| Venue        | Permission  | Additional information  |
|--------------|---|---|
| Savile Room  | <ol style="list-style-type: none"> <li>1. DPOP</li> <li>2. Domestic Bursar</li> <li>3. Head Porter or Deputy Head Porter</li> </ol>                           | <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"> <li>1. Warden</li> <li>2. The Domestic Bursar</li> <li>3. Steward</li> <li>4. Head Porter or Deputy Head Porter</li> </ol> | <p>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.</p>  |
| Student room | <ol style="list-style-type: none"> <li>1. DPOP</li> <li>2. Head Porter or Deputy Head Porter</li> </ol>   | <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 9.00 a.m. and 11.00 p.m. Music played within the permitted times must be kept to a tolerable level for your neighbours, or those teaching in neighbouring rooms, 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 Rooms  | <ol style="list-style-type: none"> <li>1. DPOP</li> <li>2. Head Porter or Deputy Head Porter</li> </ol>   | <p>The Music Rooms may be used for musical activities only.</p> <p>Food, drink, and smoking are prohibited in the Music Rooms.</p> <p>You may not play amplified music in the Music Rooms without the written permission of the Principal of the Postmasters.</p> <p>Music played in music rooms located near residential rooms should only be played between 8.00am and 10.00pm.</p>   |

| Venue                  | Permission   | Additional information   |
|------------------------|--------------|--|
| Chapel and Ante-Chapel | The Chaplain | Requests to use the Chapel and/or Ante-Chapel 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 &amp; 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 by the JCR and MCR respectively to the DPOP in 8th Week 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>  |

## APPENDIX 8: JUNIOR MEMBERS' COMPLAINTS AND APPEALS PROCEDURE

### Introduction

1. Merton College fosters a sense of community in which the rights and dignity of all its staff and students are respected. It is grateful for feedback from its members and it takes seriously complaints about any aspect of its operation. Wherever possible, the College endeavours to resolve complaints promptly and locally.
2. The Complaints and Appeals Procedure outlined below is intended to be followed in cases of disagreement with regard to:
  - Domestic matters (e.g. accommodation and services, including catering)
  - Financial matters (e.g. battels for fees and domestic charges, student support)
  - Academic matters (e.g. award of prizes, tutorial arrangements)
3. Typically, complaints will refer to isolated incidents and the provision of services by the College. The College has separate procedures for complaints about individuals which involve harassment (e.g. bullying, victimisation, racial or sexual harassment), detailed in the *College Handbook*. This policy does not apply to appeals against the outcome of a general or academic or disciplinary procedure. These have their own procedures set out in Bylaws XI A and XI B.
4. The majority of cases will normally be settled by the complainant resolving their grievance directly with the relevant tutor or college staff member or departmental manager. Where this has been attempted and resolution is not possible, complainants can adopt an informal procedure (described in section 2 below), but a formal procedure is also available where a complainant wishes to register a written grievance (described in section 3). This procedure also details how appeals can be made. A flowchart illustrates the various stages of the process (see Appendix 1).
5. Anonymous complainants or complaints made on behalf of someone else will not be considered, unless there are compelling reasons for doing so. Such reasons should be clearly stated.
6. Disciplinary action may be taken against anyone who victimises or retaliates against a student who brings a complaint in good faith, and against any student who brings malicious or vexatious complaints.

## **Informal Procedure**

7. Under the informal procedure, the junior member is asked to raise their complaint with the relevant College Officers. The relevant College Officers are as follows:
  - for academic matters: the Senior Tutor or Dean of Graduates depending on the status of the junior member
  - for issues involving domestic College staff and services e.g. food and accommodation and related financial matters; security; maintenance, computing: the Domestic Bursar
  - for financial matters: the Finance Bursar
  - other behavioural and general disciplinary matters: the Principal of the Postmasters
  - for matters pertaining to the Library: the Librarian
  - for matters pertaining to sports facilities: the Senior Treasurer of the Amalgamated Clubs
  - for welfare matters: the Chaplain
  - for complaints about a College Officer: the Sub-Warden
8. In case of doubt about the appropriate College Officer the Senior Tutor will advise.
9. This informal procedure 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. The complainant can be accompanied at any stage of the informal procedure by another member of College.
10. To resolve the complaint the relevant Officer will normally arrange a meeting with the complainant and:
  - seek to offer helpful and confidential advice and/or
  - try to find a remedy, or a reconciliation (in cases where relations have broken down between individuals, and the complainant does not object to this course);
  - note the withdrawal of a complaint where the complainant decides to do so;
  - record the outcome in a written response to the complainant.
11. The outcome may involve instigation of action under another College procedure.

## **Formal Procedure**

12. All formal complaints must be made in writing to the Warden, or the Sub-Warden in the Warden's absence. The formal procedure will normally be used only when the informal procedure has not achieved a resolution. In cases where the complainant has adopted the formal approach immediately,

it will be open to the Warden to refer the complaint back to an earlier stage in this process. Formal complaints will not normally be considered three months after the occasion of the complaint or in cases when the matter is being addressed under another College procedure.

13. If a formal complaint is taken forward, the Warden will convene an *ad hoc* committee of not less than three members of the Governing Body, not including the student's tutor(s) or college adviser to hear the complaint. All those chosen will be bound by the requirements of confidentiality. The *ad hoc* committee will be free to invite a representative of the appropriate Common Room Committee to the hearing. The role of the representative will be to provide a student perspective to inform the committee's decision.
14. The complainant may take advice in advance of the hearing and may be adequately represented at the hearing itself, being given the chance either to make a written submission, or, if they prefer, to appear before the committee. The complainant may, in the latter case, be accompanied by a member of college. Along with the complainant and their representative, the tutor(s) and any member of staff involved in the presentation of the case against the complaint will withdraw before a decision is made. The committee's decision will be conveyed in writing to the Governing Body. The committee's written decision will include all the relevant facts. A copy of it will be given to the complainant.

### **Conference of Colleges Appeals Tribunal**

15. If a complaint remains unresolved after the College's internal procedures have been exhausted a junior member may appeal to the Conference of Colleges' Appeals Tribunal, of which Merton is a member. The student should file such an appeal with the Secretariat of the Conference of Colleges within five days of the *ad hoc* Committee's determination. Information on the procedure for applying to the Tribunal is available from the Merton College Academic Office. On completing consideration of a complaint, the Tribunal will issue its decision and this concludes the College procedures for the formal examination of a complaint.

### **Office of the Independent Adjudicator**

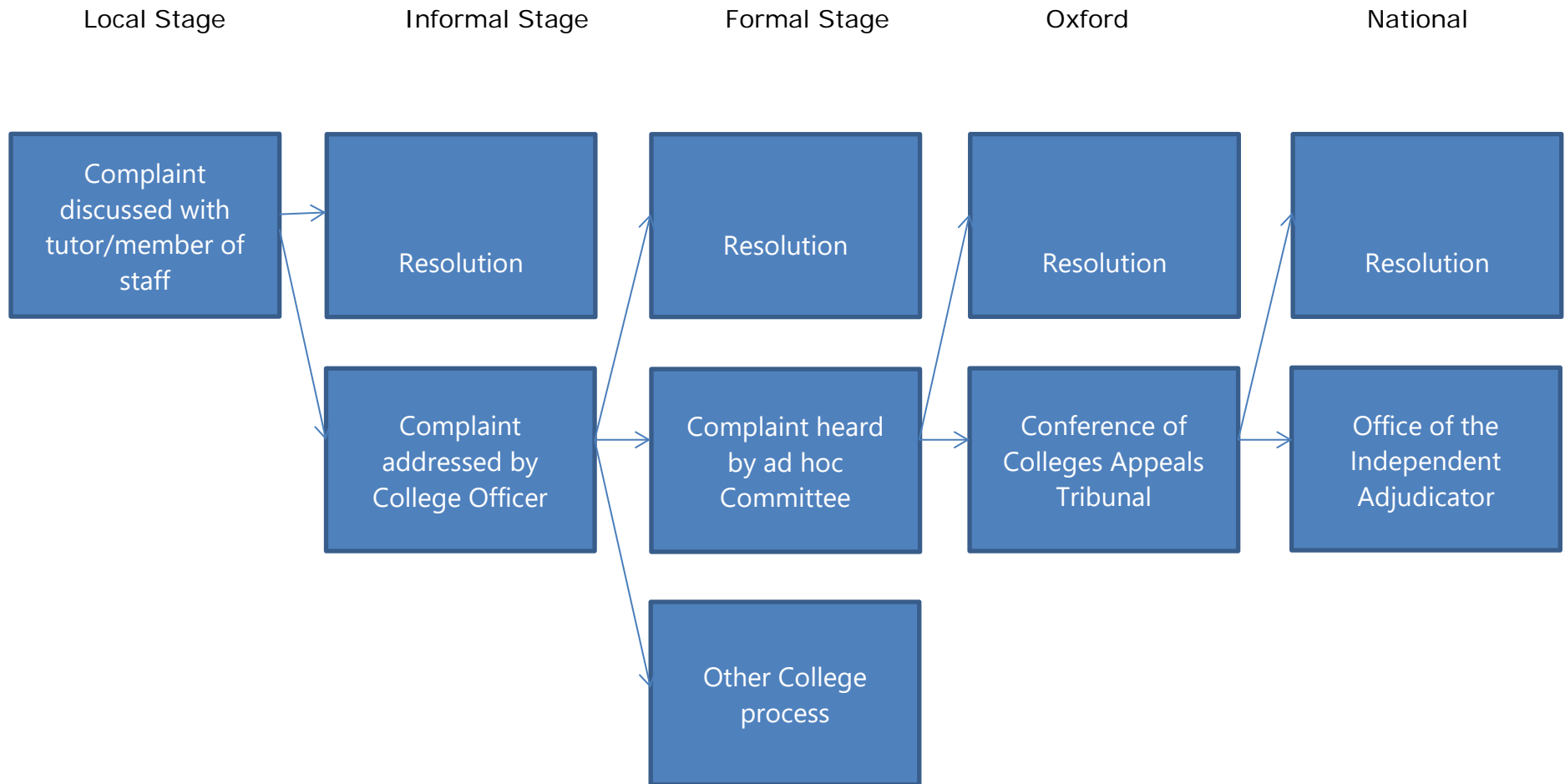
16. If a complaint remains unresolved after the CCAT procedures have been exhausted a student may ask for the complaint to be reviewed by the Office of the Independent Adjudicator for Higher Education (see [www.oiahe.org.uk/](http://www.oiahe.org.uk/) for further information). Application forms and guidance notes are available from the Academic Office. Please note that complaints relating to student discipline and academic matters are also within the scope of the OIAHE. However, complaints relating to matters of academic judgement (i.e. about academic performance or admissions) cannot be dealt with by the OIAHE.

## **Monitoring Arrangements**

17. The Warden's Office will keep a register of the number of complaints made using the formal procedure in an academic year, and a summary of numbers and outcomes will be collected submitted to the Governing Body, along with recommendations for any action required in response to the issues identified in complaints. The register will indicate how many formal complaints have been registered and what stage they reached (categorised into resolved by the Committee, recommendation to Governing Body in favour of the complainant or not in favour of the complainant, appeal to Conference Tribunal).

[Adopted Trinity term 2012]

## Appendix 1 - Complaints Flowchart





## **APPENDIX 9: SINGLE EQUALITY SCHEME 2021-24**

### **Aim of the Single Equality Scheme**

Merton College aims to provide an inclusive environment which promotes equality, values diversity, and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential. The College will work to remove any barriers which might deter people of the highest potential and ability from applying to study or work at Merton College.

Our aim is to embed equality in the culture and systems of the College by ensuring that policy making, service delivery and employment practice are all equality oriented.

The Single Equality Scheme, which supersedes previous Equal Opportunities Policies, sets out the specific objectives the College has set to promote equality, and reports progress against these objectives. It is published on the College website and is incorporated into the Staff Handbook; Fellows and Lecturers' Handbook; and the College Handbook (for junior members).

### **About Merton College**

Merton College, the first fully self-governing College in the University, was founded in 1264 by Walter de Merton. Today it is one of the 38 independent, self-governing colleges of the University of Oxford. It is also a Registered Charity, under the Charity Commission.

From the initial foundation of twenty male fellows, Merton has expanded over the years to a diverse community which today comprises 290 undergraduates, 300 graduates, 69 Governing Body Fellows, 47 Lecturers across a range of academic disciplines supported by 108 non-academic staff, plus 16 casual staff.

The College's aims for the public benefit include achieving the highest outcomes in education, learning and research at national and international level. This in turn requires a firm commitment to equality of opportunity, so that the College considers every possible source of talent.

### **College Governance and the Single Equality Scheme**

It is the responsibility of the Governing Body to provide the mechanisms and resources through which the College's strategic objectives for equality and diversity can be delivered. To support this work, the College established an Equality Forum in June 2011. Its remit is to:

- consider all existing and emerging equality legislation with a view to identifying relevant issues, which are then translated into key College policies for approval by the Governing Body;
- facilitate consultation with specific groups of staff and students;
- identify equality-related training needs of specific groups of staff and students;

- provide monitoring of key strategic issues; and
- draft publications for approval by the Governing Body as appropriate.

The Committee is chaired by the Warden and convened by the Senior Tutor with the following other members: the Domestic Bursar, the Principal of the Postmasters, the Chaplain, a Fellow, the Equality Advisor, the Academic Registrar, a College Lecturer, two JCR representatives drawn from the five JCR Equality Reps, two MCR representatives drawn from the Welfare Reps and Women's Officer, two members of staff from different departments, and an external member. It meets once per term and reports to the Governing Body to which it makes a formal report once a year.

All College Committees are responsible for ensuring that this Scheme is embedded in their duties and functions in relation to both students and staff.

The Senior Tutor (with respect to academic matters) and the Domestic Bursar (with respect to non-academic matters) are responsible for the day to day implementation and delivery of the College's strategic objectives for equality and diversity in accordance with the guidance attached to this policy.

The Domestic Bursar also has primary responsibility for facilitating the accessibility of the College's buildings for disabled users.

The Harassment Advisors may provide informal advice in the first instance to any member of staff or student prior to bringing any complaint or grievance about harassment.

### **Publication and Dissemination of the Single Equality Scheme**

The Single Equality Scheme is published on the College website and is incorporated into the Staff Handbook; Fellows and Lecturers' Handbook; and the *College Handbook* (for junior members).

Merton's approach to equality is outlined to new members of College as part of induction. For junior members, this means that equality awareness is included in Freshers' talks and events. Line managers are responsible for covering equality within induction for non-academic staff.

Other areas within the College that need to take account of the College's Single Equality Scheme include:

- Partnership arrangements, where the College will make clear to partner organisations its duties under the Equality Act 2010.
- Procurement, where the College will be expected to ensure that procurement processes take account of the requirements of this Scheme, and that contractors/suppliers understand and comply with the duties required of the College.
- Communications, including the way that the College communicates to Fellows, students and staff, and potential applicants to study or work at Merton College (e.g. in hard copy, electronic media) in such a way that complies with the spirit of this scheme.

- Managers and supervisors will be expected to be familiar with the provisions of the Scheme and its implications for the areas that they manage or supervise.

### **Single Equality Scheme: Legal Context**

The Equality Act requires the College to publish relevant, proportionate information showing compliance with the Equality Duty on a yearly basis and also to publish at least one measurable objective that it thinks it should achieve to meet any of the three aims of the equality duty. The College achieves this through the Single Equality Scheme.

The Equality Act came into force in October 2010 and has two main purposes – to harmonise discrimination law and to strengthen the law to support progress on equality. Discrimination law protects people on the basis of the following eight protected characteristics: (in alphabetical order)

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

It also applies to marriage and civil partnerships, but only in respect of the requirement to have due regard to the need to eliminate unlawful discrimination in employment. Merton College is subject to the Equality Act 2010 as an education provider, employer and provider of goods, facilities and services.

In providing a public function, the College has a *general duty* to:

1. Eliminate discrimination, harassment, victimisation and any other conduct which the Act prohibits;
2. Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not;
3. Foster good relations between people who share a relevant protected characteristic and people who do not.

To address point 2 – that is, to advance equality of opportunity – the College must have due regard to the need to:

- Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons who share a relevant protected characteristic that are different to the needs of the persons who do not share it;
- Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

To address point 3 – that is, to foster good relations – the College must have due regard to the need to:

- Tackle prejudice and
- Promote understanding

As Merton College is part of the University of Oxford, it is important that this document should be read in conjunction with the University's approach to Equality and Diversity which is described at <http://www.admin.ox.ac.uk/eop/>.

### **Equality Objectives**

Please see Appendix 1 for an overview of the College's equality objectives.

### **Equality Information**

The College will ensure that it publishes information to comply with its public equality sector duty.

See Appendix 2 for information on race, gender, and disability related to Merton staff and students.

### **Further Information**

Further information about the College's approach to equality for current or prospective staff can be obtained from the Human Resources Manager.

Further information about provisions for students can be obtained from the Academic Office.

### **Review**

The Single Equality Scheme is reviewed annually, and updated every three years.

Adopted 2012; updated 2015, 2018 and 2021

## APPENDIX 10: CODE OF PRACTICE ON MEETINGS AND EVENTS

The following Code of Practice on Meetings and Events was approved by Council on 20 July 2016. It supersedes the Code of Practice on Freedom of Speech (Supplement (1) to Gazette No 5092, 22 April 2015).

### Preamble

1 Freedom of speech and academic freedom are central tenets of university life.

2 The University of Oxford seeks to protect robustly civic and academic freedoms and to foster an academic culture of openness and inclusivity, in which members of our community engage with each other, and the public, in debate and discussion, and remain open to both intellectual challenge and change.

3 The legal duty of UK universities to protect free speech is enshrined in legislation, including the Education (No 2) Act 1986 and the Human Rights Act 1998 and academic freedom is protected by the Education Reform Act 1988. Section 43 of the Education (No 2) Act 1986 specifically requires universities to:

(a) 'take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers';

(b) 'ensure so far as is reasonably practicable, that the use of any premises of the establishment is not denied to any individual or body of persons on any ground connected with

a. the beliefs or views of that individual or of any member of that body; or

b. the policy or objectives of that body.'; and

(c) issue and keep up to date a code of practice for meetings and events<sup>28</sup>.

4 The central importance of freedom of speech and academic freedom in a university underlies this Code.

### Scope

5 This Code of Practice must be followed by all members, students and employees of the University and visiting speakers in respect of:

(a) all meetings and other events, to be held outdoors or indoors, on University and Oxford University Student Union (OUSU) premises, including those organised by third parties; and

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<sup>28</sup> [www.legislation.gov.uk/ukpga/1986/61/section/43](http://www.legislation.gov.uk/ukpga/1986/61/section/43)

(b) all meetings and other events, which are University funded, affiliated or branded (with the exception of events at Recognised Independent Centres<sup>29</sup>) regardless of location.

Colleges have their own Codes of Practice for dealing with meetings and events.

6 It is not anticipated that events and meetings which have been organised as part of the academic curriculum or co-curriculum would cause concern such as to require formal referral to the Proctors under the provisions of this Code.

### **Key principles**

7 Freedom of speech and academic freedom must be protected.

8 The University believes that a culture of free, open and robust discussion can be achieved only if all concerned engage critically but courteously with each other. The University does not tolerate any form of harassment or victimisation and expects all members of the University community, its visitors and contractors to treat each other with respect, courtesy and consideration.<sup>30</sup> The University is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the University community are respected. All activity must be risk assessed and planned in accordance with the 'University statement of health and safety policy'.<sup>31</sup>

### **Procedure**

9 Members, students and employees of the University who are organising meetings or events or are responsible for administering external bookings of University or OUSU premises are responsible for assessing whether there are any major risks or issues in the context of this Code, in particular with reference to paras 7–8 and 10. (If they are in any doubt or have any questions or need for further information, they are encouraged to discuss the situation with colleagues locally in the first instance, and then seek advice, as appropriate, from University Security Services or the Proctors' Office.)

10 Events and meetings must be formally notified to the Proctors using the Event Referral Form<sup>5</sup> where there are concerns that the meeting or event:

(a) may give rise to an environment in which people will experience, or could reasonably fear, discrimination, harassment, intimidation, verbal abuse or violence, particularly (but not exclusively) on account of their age, disability, gender reassignment, marriage or civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation;

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<sup>29</sup> The University currently has five RICs: the Oxford Centre for Buddhist Studies; the Oxford Institute for Energy Studies; the Oxford Centre for Hebrew and Jewish Studies; the Oxford Centre for Hindu Studies; and the Oxford Centre for Islamic Studies. These RICs will be responsible for implementing a system to support all events with proposed external speakers in accordance with the spirit of this Code. They will undertake the local assessment with/on behalf of any outside organisations involved with the event.

<sup>30</sup> <https://edu.admin.ox.ac.uk/university-policy-on-harassment>

<sup>31</sup> For details, see <https://safety.admin.ox.ac.uk/health-and-safety-policy>

(b) is likely to pose a risk to the safety of those lawfully on University premises; or that it may prompt a risk to public safety.

As required by section 12 of the Terrorism Act 2000, the University will not give permission to hold a meeting or event where it is known that:

(a) the proposed speaker belongs to, or professes to belong to, a proscribed organisation<sup>32</sup>; or

(b) the proposed speaker will use the event to support, or to further the activities of, a proscribed organisation.

### **Role of the Proctors**

11 In the context of this Code, the Proctors are entrusted with the duty to assess the implications of events formally referred to them and to act in accordance with the University's legal responsibilities, including:

(a) the importance of academic freedom (as required eg by the Education Reform Act 1988);

(b) the need to ensure that freedom of speech within the law is secured (as required eg by the Education (No 2) Act 1986);

(c) the rights and freedoms enshrined in the European Convention on Human Rights and incorporated into domestic law by the Human Rights Act 1998;

(d) to have due regard to the need to eliminate unlawful discrimination, promote equality of opportunity, and foster good relations between different groups in accordance with the Public Sector Equality Duty; and

(e) the Counter-Terrorism and Security Act 2015 which requires universities and other 'specified authorities' to 'have due regard to the need to prevent people from being drawn into terrorism' (section 26 (1)) and which also provides that 'when carrying out the duty imposed by section 26 (1)', universities 'must have particular regard to the duty to ensure freedom of speech; and to the importance of academic freedom.'<sup>33</sup>

12 The Proctors shall act in a risk-based and proportionate manner and with the desire, wherever possible, to enable events or meetings to proceed.

### **Referral**

13 In order to refer a meeting or event to the Proctors an Event Referral Form must be completed and submitted to the Proctors' Office at least seven (7) working days in advance of the meeting or event (although the Proctors may, at

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<sup>32</sup> <https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>

<sup>33</sup> [www.legislation.gov.uk/ukpga/2015/6/enacted](http://www.legislation.gov.uk/ukpga/2015/6/enacted)

their discretion, agree to receive information closer to the time of the meeting than this).

14 An intentional or reckless breach of this Code of Practice or a frivolous, vexatious and/or malicious referral may lead to disciplinary action being taken under the appropriate University procedure.

### **Decisions**

15 The Proctors have the power to postpone or relocate a meeting or event or to impose conditions. The responsibility for fulfilling these conditions rests with the organisers.

16 In the exceptional event that the Proctors consider that the risks cannot be mitigated by the imposition of conditions, or the organisers refuse to comply with the Proctors' conditions, the Proctors have the right to cancel the meeting or event and they may do so even if an Event Referral Form has not been provided.

17 The Proctors will communicate their decision promptly and will set out the reasons for the decision.

### **Appeal**

18 If an organiser or any member of the University or member of University staff who has consulted the Proctors with concerns about a meeting or event is unhappy with the outcome of a decision of the Proctors they may write to the Vice-Chancellor, setting out clear reasons for their unhappiness with the decision and requesting a reconsideration of the decision.

19 The Vice-Chancellor or the Vice-Chancellor's delegate (as appropriate) will communicate their decision on the appeal promptly and will set out the reasons for the decision.

### **Review of the operation of the Code**

20 The Registrar, in consultation with the Proctors, shall review the operation of this Code after its first twelve (12) months and report to Council on any recommended changes.

[Approved by Council on 20 July 2016]



## APPENDIX 11: PRIVACY NOTICE

### **This privacy notice applies to current students and applicants who have accepted offers from Merton College**

#### **A summary of what this notice explains**

Merton College is committed to protecting the privacy and security of personal data.

This notice explains what personal data Merton College holds about you, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it.

For the parts of your personal data that you supply to us, this notice also explains the basis on which you are required or requested to provide the information. For the parts of your personal data that we generate about you, or that we receive from others, it explains the source of the data.

There are some instances where we process your personal data on the basis of your consent. This notice sets out the categories and purposes of data where your consent is needed.

Merton College has also published separate notices, which are applicable to other groups and activities. Those notices may also apply to you, depending on your circumstances, and it is important that you read this privacy notice together with other applicable privacy notices, available at [www.merton.ox.ac.uk/privacy](http://www.merton.ox.ac.uk/privacy):

1. applicants and prospective students
2. alumni and donors (including what financial information we hold about our alumni and how we use it when considering fundraising initiatives)
3. archives (which explains what data we hold about former students in our archive)
4. security, maintenance and health and safety (including how we use CCTV)
5. website and cookies (including how we monitor use of our website)
6. IT systems (including how we monitor internet and email usage)
7. Staff (which may be relevant for example if you are a graduate student out tutor)

#### **What is your personal data and how does the law regulate our use of it?**

“Personal data” is information relating to you as a living, identifiable individual. We refer to this as “your data”.

“Processing” your data includes various operations that may be carried out on your data, including collecting, recording, organising, using, disclosing, storing and deleting it.

Data protection law requires us:

- To process your data in a lawful, fair and transparent way;
- To only collect your data for explicit and legitimate purposes;
- To only collect data that is relevant, and limited to the purpose(s) we have told you about;

- To ensure that your data is accurate and up to date;
- To ensure that your data is only kept as long as necessary for the purpose(s) we have told you about;
- To ensure that appropriate security measures are used to protect your data.

### **Merton College's Contact Details**

If you need to contact us about your data, please contact:

Data Protection Officer  
 Merton College  
 Merton Street  
 Oxford  
 OX1 4JD

Telephone: 01865 276310

Email: [dpo@merton.ox.ac.uk](mailto:dpo@merton.ox.ac.uk)

### **Data that you provide to us and the possible consequences of you not providing it**

The provision of most data that you provide to us is a contractual requirement. If you do not provide us with information that you are contractually obliged to provide, the consequences will depend on the particular circumstances. In some cases we may not be able to provide you with certain services; in other cases, this could result in disciplinary action or the termination of your contract.

### **Other sources of your data**

Apart from the data that you provide to us, we may also process data about you from a range of sources. These include:

- Data that we and our staff generate about you, such as during tutorials and in connection with your attendance and accommodation at Merton College;
- The University of Oxford, which operates a number of systems that Colleges have access to, including access your examination results, fees outstanding, degree ceremony bookings, emergency contact details, student loan status, "right to work" checks and visa information, disability information and reports by supervisors;
- Your school or previous educational establishments or employers if they provide references to us;
- Fellow students, family members, friends, visitors to Merton College and other contacts who may provide us with information about you if and when they contact us, or vice versa.

### **The lawful basis on which we process your data**

The law requires that we provide you with information about the lawful basis on which we process your personal data, and for what purposes.

Most commonly, we will process your data on the following lawful grounds:

- Where it is necessary to perform the contract we have entered into with you;
- Where it is necessary for the performance of a task in the public interest;
- Where it is necessary to comply with a legal obligation;

- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your data, typically in an emergency, where this is necessary to protect your vital interests, or someone else's vital interests. In a small number of cases where other lawful bases do not apply, we will process your data on the basis of your consent.

*How we apply further protection in the case of "Special Categories" of personal data*

"Special categories" of particularly sensitive personal data require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

The Special Categories of personal data consist of data revealing:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership.

They also consist of the processing of:

- genetic data;
- biometric data for the purpose of uniquely identifying someone;
- data concerning health;
- data concerning someone's sex life or sexual orientation.

We may process special categories of personal data in the following circumstances:

- With your explicit written consent; or
- Where it is necessary in the substantial public interest, in particular:
  - is necessary for the purposes of the prevention or detection of an unlawful act, must be carried out without the consent of the data subject so as not to prejudice those purposes; or
  - for equal opportunities monitoring;
- Where the processing is necessary for archiving purposes in the public interest, or for scientific or historical research purposes, or statistical purposes, subject to further safeguards for your fundamental rights and interests specified in law.

We have in place an appropriate policy document and other safeguards which we are required by law to maintain when processing such data.

Less commonly, we may process this type of data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the data public.

*Criminal convictions and allegations of criminal activity*

Further legal controls apply to data relating to criminal convictions and allegations of criminal activity. We may process such data on the same grounds as those identified for "special categories" referred to above.

## Details of our processing activities, including our lawful basis for processing

We have prepared a detailed table ([www.merton.ox.ac.uk/privacy/student-data-ropa](http://www.merton.ox.ac.uk/privacy/student-data-ropa)) setting out the processing activities that we undertake, the source of the data, the reasons why we process it, how long we keep it and the lawful basis we rely on.

The table includes detailed information about how and why we process various categories of data, and the related lawful basis including:

- Details of which course you are studying
- Other data that is necessary to the operation of the Merton College/student contract or to the functioning of Merton College including:
  - any data about you contained in your assessed work, our assessments of your work and details of any qualifications you are awarded;
  - details of any disciplinary complaints or decisions about you;
  - your contact and accommodation details;
  - any communications you have with us, and any communications we generate about you, for example if you ask us to defer your studies to a later academic year;
  - details of any payments that you make to us, including your bank/payment card details.
- Data you and others sent us when you applied to us (including information sent to us via UCAS and your predicted grades). This includes your academic record and personal statement which we use to assess your application;
- Details of any relevant criminal convictions, allegations or charges that we ask you to declare to us either when you apply to us, or whilst you are a student, or which are reported to us, and of any Disclosure and Barring Service checks that we request. Relevant criminal convictions or charges are those that indicate an applicant or student might pose an unacceptable risk to other students or staff.

More information is available for undergraduate admissions at:

[www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/decisions/criminal-convictions?wssl=1](http://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/decisions/criminal-convictions?wssl=1)

And for graduate admissions at:

[www.ox.ac.uk/admissions/graduate/applying-to-oxford/university-policies/criminal-convictions?wssl=1](http://www.ox.ac.uk/admissions/graduate/applying-to-oxford/university-policies/criminal-convictions?wssl=1).

- Information that you voluntarily provide to us about any disabilities or health conditions you have, and about your age, ethnicity, gender, religion and belief, and/or sexual orientation. You may also provide this information to us as part of the equality monitoring that we undertake pursuant to our legal obligations under the Equality Act 2010.
- Where you inform us of a health condition or disability, we will take this information into account when considering whether to make a reasonable adjustment under equality law and in other cases where we are legally required to.
- Data about you that we have to collect by law (for example where UK immigration law requires us to record information about you, or to report it to the immigration authorities);
- Data that we voluntarily provide about you, either whilst you are a student or after you graduate, for example if you ask us for a reference.

- Bank and other payment details, where we need to reimburse you, or where you provide such details to us when making a payment.

### **How we share your data**

We will not sell your data to third parties. We will only share it with third parties if we are allowed or required to do so by law. This includes for example:

- where we are required to report information about students that are subject to visa controls to UK Visas and Immigration;
- where we are required to report information to the University of Oxford in order for it to fulfil its obligations to report information to the Higher Education Statistics Agency or its successor body in order to comply with regulatory obligations;
- where we decide to report alleged criminal misconduct to the police;

It also includes disclosures where the third party is an agent or service provider appointed by the College to enable us to operate effectively, provided we are satisfied that appropriate safeguards have been put in place to ensure adequate levels of security for your data. All our third party service providers are required to take appropriate security measures to protect your personal information in line with our policies, and are only permitted to process your personal data for specific purposes in accordance with our instructions. We do not allow our third party providers to use your personal data for their own purposes.

More information on the categories of recipients of your data is set out in a table available at [www.merton.ox.ac.uk/privacy/data-sharing-table](http://www.merton.ox.ac.uk/privacy/data-sharing-table).

### **Automated decision-making**

We do not envisage that any decisions will be taken about you based solely on automated means, however we will notify you in writing if this position changes.

### **Sharing your data outside the European Union**

The law provides various further safeguards where data is transferred outside of the EU.

When you are resident outside the EU in a country where there is no “adequacy decision” by the European Commission, and an alternative safeguard is not available, we may still transfer data to you which is necessary for performance of your contract with us, or to take pre-contractual measures at your request.

We may transfer your data outside the European Union, but only for the purposes referred to in this notice and provided either:

- There is a decision of the European Commission that the level of protection of personal data in the recipient country is adequate; or
- Appropriate safeguards are in place to ensure that your data is treated in accordance with UK data protection law, for example through the use of standard contractual clauses; or
- There is an applicable derogation in law which permits the transfer in the absence of an adequacy decision or an appropriate safeguard.

### **How long we keep your data**

The detailed table of processing activities explains how long we will keep your data. In some cases student data is retained permanently for archiving and/or research purposes, as explained in the table. Merton College's privacy notice relating to its archives ([www.merton.ox.ac.uk/privacy/library](http://www.merton.ox.ac.uk/privacy/library)) has further detail about the information retained in the archive and your rights when data is archived.

Please note that we may keep anonymised statistical data indefinitely, but you cannot be identified from such data.

### Your legal rights over your data

Subject to certain conditions set out in UK data protection law, you have:

- The **right to request access** to a copy of your data, as well as to be informed of various information about how your data is being used;
- The **right to have any inaccuracies in your data corrected**, which may include the right to have any incomplete data completed;
- The **right to have your personal data erased** in certain circumstances;
- The **right to have the processing of your data suspended**, for example if you want us to establish the accuracy of the data we are processing.
- The right to receive a **copy of data you have provided to us**, and have that transmitted to another data controller (for example, another University or College).
- The **right to object to any direct marketing** (for example, email marketing or phone calls) by us, and to require us to stop such marketing.
- The **right to object to the processing of your information** if we are relying on a "legitimate interest" for the processing or where the processing is necessary for the performance of a task carried out in the public interest. The lawful basis for any particular processing activity we carry out is set out in our detailed table of processing activities, available at [www.merton.ox.ac.uk/privacy/student-data-ropa](http://www.merton.ox.ac.uk/privacy/student-data-ropa).
- The **right to object to any automated decision-making** about you which produces legal effects or otherwise significantly affects you.
- Where the lawful basis for processing your data is **consent**, you have the **right to withdraw your consent at any time**. When you tell us you wish to exercise your right, we will stop further processing of such data. This will not affect the validity of any lawful processing of your data up until the time when you withdrew your consent. You may withdraw your consent by contacting the relevant part of the University that you are dealing with or that is processing your data.

Further guidance on your rights is available from the Information Commissioner's Office (<https://ico.org.uk/>). You may also wish to contact the College's Data Protection Officer (see contact details above) if you are considering how or whether to exercise your rights.

You have the right to complain to the UK's supervisory office for data protection, the Information Commissioner's Office if you believe that your data has been processed unlawfully.

### Future changes to this privacy notice, and previous versions

We may need to update this notice from time to time, for example if the law or regulatory requirements change, if technology changes, if the University makes changes to its procedures, or to make Merton College's operations and procedures more efficient. If the change is material, we will give you not less than two months' notice of the change so that you can decide whether to exercise your rights, if appropriate, before the change comes into effect. We will notify you of the change by email and via the student intranet.

You can access past versions of our privacy notices at [www.merton.ox.ac.uk/privacy/archive](http://www.merton.ox.ac.uk/privacy/archive).

**Version control: V.1.0 (May 2018)**

## APPENDIX 12: DATA PROTECTION BREACH REGULATIONS

### 1. Purpose and Scope

- 1.1. These Regulations set out the procedure which **must** be followed by all members and employees of the College staff if a data protection breach takes place.
- 1.2. These Regulations apply to all personal and special category data held by the College.
- 1.3. These Regulations apply to all members of the College and all employees or other staff of the College. Any reference to employees or staff shall include permanent, temporary, contract, and other support staff as applicable; and 'members' shall (for the avoidance of doubt) include both Fellows and Junior Members.
- 1.4. The following definitions shall apply to these Regulations:
  - 1.4.1. 'DPO' means the College's Data Protection Officer.
  - 1.4.2. 'GDPR' means the UK General Data Protection Regulation.
  - 1.4.3. '**MUST**', the verb '**REQUIRE**' in any of its forms, and '**SHALL**' mean that the item is an absolute requirement.
  - 1.4.4. '**MUST NOT**' and '**SHALL NOT**' mean that the item is absolutely prohibited.
  - 1.4.5. '**SHOULD**' and '**RECOMMENDED**' mean that there may exist valid reasons in particular circumstances not to comply with a particular item, but the full implications must be understood and carefully weighed before choosing a different course.
  - 1.4.6. '**SHOULD NOT**' and '**NOT RECOMMENDED**' mean that there may exist valid reasons in particular circumstances when particular behaviour is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behaviour described with this label.

### 2. Types of Breach

Examples of breaches include (but are not limited to):

- Data Breach / Loss/ Theft: physical or digital;
- Loss or theft of data or equipment on which data is stored
- Inappropriate access controls allowing unauthorised use
- Equipment failure
- Human error
- Unforeseen circumstances such as fire or flood
- Hacking
- Offences where information is obtained by deception

### 3. Reporting a Breach (or Suspected Breach)

- 3.1. Any member of the College who discovers, suspects or receives a



report of a breach (or suspected breach) **must** inform the DPO (or if the DPO is not available the Finance Bursar or the Domestic Bursar) and the Head of IT immediately.

- 3.2. Any member of the College's staff who discovers, suspects or receives a report of a breach (or suspected breach) **must** inform their Head of Department and the Head of IT immediately.
- 3.3. Where under the GDPR the College is under a duty to report a data breach to the Information Commissioner's Office ("ICO"), this **must** be done within 72 hours of becoming aware of the breach.<sup>34</sup>

#### 4. Immediate Containment/Recovery

- 4.1. In a case falling within regulation 3.1:
  - 4.1.1. the Head of IT **must** ascertain whether the breach is still occurring. If so, steps **must** be taken immediately to minimise the effect of the breach;<sup>35</sup>
  - 4.1.2. the DPO and the Head of IT **must** ensure that appropriate steps are taken quickly to recover any losses and limit the damage.
- 4.2. In a case falling with regulation 3.2:
  - 4.2.1. The Head of Department **must** ascertain whether the breach is still occurring. If so, steps **must** be taken immediately to minimise the effect of the breach.<sup>36</sup> It is **recommended** to ask for assistance from IT staff.
  - 4.2.2. The Head of Department **must** inform the DPO (or if the DPO is not available the Finance Bursar or the Domestic Bursar) and the College Officer with supervisory responsibility for the staff concerned as soon as possible.
  - 4.2.3. The Head of Department working with the DPO and the Head of IT **must** ensure that appropriate steps are taken quickly to recover any losses and limit the damage.

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<sup>34</sup> The following ICO guidance will help the DPO decide whether and how to notify:

- When a personal data breach has occurred, you need to establish the likelihood and severity of the resulting risk to people's rights and freedoms. If it is likely that there will be a risk then you must notify the ICO; if it is unlikely then you do not have to report it. However, if you decide you do not need to report the breach, you need to be able to justify this decision, so you should document it.

- In assessing risk to rights and freedoms, it is important to focus on the potential negative consequences for individuals. Recital 85 of the GDPR explains that:

"A personal data breach may, if not addressed in an appropriate and timely manner, result in physical, material or non-material damage to natural persons such as loss of control over their personal data or limitation of their rights, discrimination, identity theft or fraud, financial loss, unauthorised reversal of pseudonymisation, damage to reputation, loss of confidentiality of personal data protected by professional secrecy or any other significant economic or social disadvantage to the natural person concerned."

- This means that a breach can have a range of adverse effects on individuals, which include emotional distress, and physical and material damage. Some personal data breaches will not lead to risks beyond possible inconvenience to those who need the data to do their job. Other breaches can significantly affect individuals whose personal data has been compromised. You need to assess this case by case, looking at all relevant factors.

- If it is decided to report the incident to the ICO, the following link has details on how to do so:  
<https://ico.org.uk/for-organisations/report-a-breach/>

<sup>35</sup> E.g. by shutting down a system or alerting relevant staff.

<sup>36</sup> E.g. by shutting down a system or alerting relevant staff.

- 4.3. Steps to recover losses and limit damage might include:
- 4.3.1. Attempting to recover lost equipment.
  - 4.3.2. Contacting any affected individuals or departments so that they are prepared for any potentially inappropriate enquiries 'phishing' for further information on those concerned.
  - 4.3.3. Contacting the relevant people so that they can be prepared to handle any press or other enquiries that may result.
  - 4.3.4. The use of back-ups to restore lost/damaged/stolen data.
  - 4.3.5. If bank details have been lost/stolen, contacting banks directly for advice on preventing fraudulent use.
- 4.4. If the data breach includes any entry codes or passwords, these codes **must** be changed immediately and all relevant employees and members of the College informed.
- 4.5. The DPO **must** consider whether the police need to be informed. Informing the police would be appropriate where illegal activity is known or is believed to have occurred, or where there is a risk that illegal activity might occur in the future given the nature of information lost.

## 5. Investigation

- 5.1. The DPO **shall** ensure that the College investigates the breach and ascertains whose data was involved in the breach, the potential effect on the data subject and what further steps need to be taken to remedy the situation.
- 5.2. The investigation **should** involve the Head of IT and the relevant Head of Department and/or supervising College Officer.
- 5.3. The investigation **shall** consider: the type of data concerned, its sensitivity, what protections are in place (e.g. encryption), what has happened to the data, whether the data could be put to any illegal or inappropriate use, how many people are affected, what type of people have been affected (the public, suppliers etc.) and whether there are wider consequences to the breach.
- 5.4. The investigation **shall** be completed urgently and wherever possible within 24 hours of the breach being discovered or reported. A further review of the causes of the breach and recommendations for future improvements **must** be done once the matter has been resolved.

## 6. Informing and Recording

- 6.1. If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, the DPO **shall** ensure that the College informs those individuals without undue delay.

- 6.2. The DPO **shall**, after seeking legal advice, decide which agencies and which other persons should be notified of the breach. Some people/agencies may need to be notified as part of the initial containment, but the decision will normally be made once an investigation has taken place.
- 6.3. The DPO **shall** liaise with the Estates Bursar & Land Agent about informing the College's insurers.
- 6.4. The DPO **shall** ensure that the College keeps a record of all personal data breaches, regardless of whether the College was required to notify data subjects.

## 7. Evaluation

- 7.1. In the aftermath of the breach, the DPO **shall** fully review both the causes of the breach and the effectiveness of the response to it and prepare a written report for the next meeting of the Finance Committee.
- 7.2. If systemic or ongoing problems are identified, an action plan **must** be drawn up and approved by the Finance Committee to correct these.
- 7.3. If the breach warrants a disciplinary investigation this **shall** be conducted by the appropriate College Officer or Head of Department in accordance with the College's Bylaws and other relevant regulations.

## 8. Implementation

- 8.1. All Heads of Department **must** ensure that their staff are aware of these Regulations and their requirements. This **should** be undertaken as part of induction and supervision.
- 8.2. The DPO in co-operation with the Finance Bursar, the Sub-Warden, and the Senior Tutor **must** ensure that the Fellows and Junior Members of the College are aware of these Regulations and their requirements.

## 9. Review and Amendment

These Regulations shall be reviewed and updated annually by the Finance Bursar and the DPO and approved by the Governing Body after review by the Finance Committee and the Statutes and Bylaws Committee.

### Useful Contacts

Data Protection Officer: dpo@merton.ox.ac.uk  
01865 276310 (College Lodge)

IT Department: it-support@merton.ox.ac.uk

Head of IT:

01865 276310 (College Lodge)

[head.of.it@merton.ox.ac.uk](mailto:head.of.it@merton.ox.ac.uk)

01865 286300

# APPENDIX 13: NETWORK ACCEPTABLE USE REGULATIONS

## 1 Purpose

This policy outlines Merton College's approach to the acceptable use of the College and University networks to ensure that the College's security objectives are met. Anyone who connects a computer or other device to the College network must abide by the Regulations provided here.

In these Regulations "College network" means a physical or virtual data network service where the configuration and gateway are within the control of Merton College or a suitably connected third party.

## 2 Scope

2.1 These Regulations are applicable across the College and individually apply to all individuals who connect their computers and other devices to the College network.

2.2 The following definitions shall apply to these Regulations:

2.2.1 'MUST', the verb 'REQUIRE' in any of its forms, and 'SHALL' mean that the item is an absolute requirement.

2.2.2 'MUST NOT' and 'SHALL NOT' mean that the item is absolutely prohibited.

2.2.3 'SHOULD' and 'RECOMMENDED' mean that there may exist valid reasons in particular circumstances not to comply with a particular item, but the full implications must be understood and carefully weighed before choosing a different course.

2.2.4 'SHOULD NOT' and 'NOT RECOMMENDED' mean that there may exist valid reasons in particular circumstances when particular behaviour is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behaviour described with this label.

## 3 General

3.1 Anyone who connects a computer or other device to the College network **shall** comply with the University's Regulations Relating to the Use of Information Technology Facilities (ICTC Regulations 1 of 2002) as amended from time to time.<sup>37</sup>

3.2 In particular, users **must not** use IT or network facilities for any of the following:

3.2.1. any unlawful activity

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<sup>37</sup> <http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml>

- 3.2.2. the creation, transmission, storage, downloading, or display of any offensive, obscene, indecent, or menacing images, data, or other material, or any data capable of being resolved into such images or material unless specifically approved for academic related reasons
- 3.2.3. the creation, transmission, or display of material which is designed or likely to harass another person in breach of the University's Harassment Policy.
- 3.2.4. the creation or transmission of defamatory material about any individual or organisation
- 3.2.5. the sending of any e-mail that does not correctly identify the sender of that e-mail or attempts to disguise the identity of the computer from which it was sent
- 3.2.6. the sending of any message appearing to originate from another legal or natural person, or otherwise attempting to impersonate another person
- 3.2.7. the transmission, without proper authorisation, of e-mail to a large number of recipients, unless those recipients have indicated an interest in receiving such e-mail, or the sending or forwarding of e-mail which is intended to encourage the propagation of copies of itself;
- 3.2.8. the creation or transmission of or access to material in such a way as to infringe a copyright, moral right, trade mark, or other intellectual property right
- 3.2.9. private profit, except to the extent authorised under the user's conditions of employment or other agreement with the University or a college; or commercial purposes without specific authorisation
- 3.2.10. gaining or attempting to gain unauthorised access to any facility or service within or outside the University, or making any attempt to disrupt or impair such a service
- 3.2.11. the deliberate or reckless undertaking of activities such as may result in any of the following: (a) the waste of staff effort or network resources, including time on any system accessible via the university network; (b) the corruption or disruption of other users' data; (c) the violation of the privacy of other users; (d) the disruption of the work of other users; (e) the introduction or transmission of a virus into the network.

3.3 Any password, authorisation code, etc. given to a user **shall** be for that user's use only, and **must** be kept secure and not disclosed to or used by any other person.

3.4 Distributed file sharing programs which are commonly used to distribute copyrighted material **must not** be used, including but not limited to (BitTorrent, Kazaa, eMule, uTorrent, Limewire, Thunder, Vuze and Ares).

#### **4 Mobile Devices**

4.1 The security of mobile devices **shall** be the responsibility of the user. If purchased by the College the responsibility **shall** be that of the assigned user.

4.2 The College **shall not** be responsible for the payment of any mobile fines (roaming, data charges) incurred, which **shall be** the responsibility of the user.

4.3 Users of mobile devices connected to the College network or used to access College data **shall** comply with the College's Mobile Device Security Policy.

## 5 Responsibilities

The following bodies and individuals have specific information security responsibilities as provided in the College's Information Security Policy:

- **The Finance Bursar** is accountable to the Governing Body for management of the information security risks to the College's Fellows, employees, Junior Members and other members.
- **The Finance Committee** has responsibility for overseeing the management of the information security risks to the College's Fellows, employees, Junior Members and other members.
- **The Domestic Bursar** is responsible for establishing and maintaining such arrangements as may be necessary to ensure the availability, integrity and confidentiality of the College's information.
- **The Head of IT** is responsible for the implementation of information security arrangements for the computer and digital information systems operated internally by the College. The Head of IT is responsible for the provision of expert technical advice in relation to computer and digital information security arrangements with any third party partners or suppliers.
- **Users** are responsible for making informed decisions to protect the information that they process.

## 5 Compliance

The College regards any breach of data privacy legislation, of these Regulations or of any other policies or regulations introduced by the College from time to time to comply with data privacy legislation as a serious matter which may result in disciplinary action.

## 6 Review and Development

These Regulations shall be reviewed and updated annually by the Finance Bursar and the Data Protection Officer to take account of guidance from the Information Commissioner's Office and national legislation and shall be approved by the Governing Body after review by the Finance Committee and the Statutes and Bylaws Committee.

## 7 Related policies and regulations

These Regulations should be read in conjunction with related policies and regulations, including the:

- **Data Protection Policy;**
- **Information Security Policy;**
- **Mobile Device Security Regulations; and**
- **Data Protection Breach Regulations.**