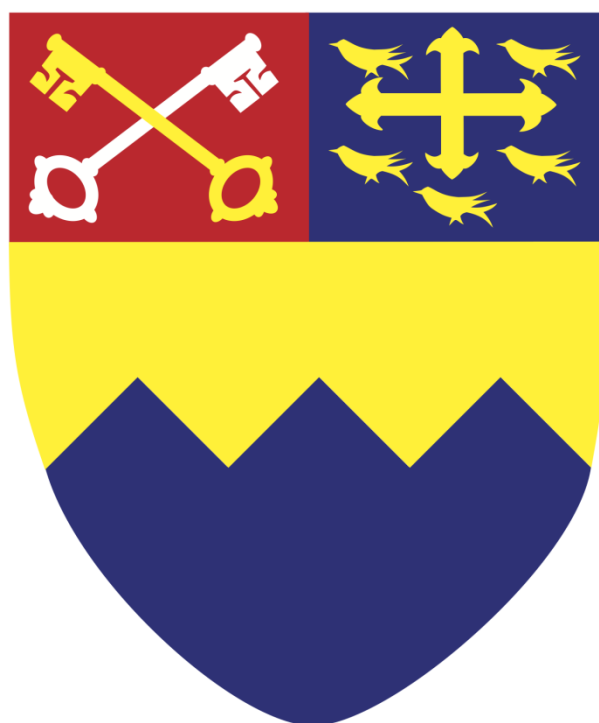


ST BENET'S HALL
UNIVERSITY OF OXFORD



HANDBOOK

2021-2022

1. Introduction

St Benet's Hall is a unique community at the heart of the University of Oxford. In the earliest days of the University, in the twelfth century, groups of students gathered in houses around a Master, so forming those small communities of scholarship and enquiry which later became Halls and Colleges. Today, St Benet's is the nearest equivalent to such a medieval house of students: a cohesive and hospitable group of scholars at different stages in their careers, gathered around a single common table. When Benedictine monks returned to Oxford in 1897 they founded St Benet's as a Permanent Private Hall with the purpose of enabling monks of Ampleforth Abbey to take degrees at the University. Today, the Hall welcomes female and male students from any background (religious or none) to live and study together. We expect all who come here to be respectful of the Benedictine ethos of the Hall, respecting the great Benedictine traditions of prayer, thought, and learning, which have sustained Europe for more than a millennium.

The Hall is dedicated to academic excellence and to the well-being of all its members. Being relatively small, it has the positive aspects of a cohesive household, mutually considerate and mutually supportive. The purpose of your years here is the full development of your personal and academic potential. We hope that you will enjoy your experience of the University of Oxford and of life in Hall, and will form lasting friendships. As is your right, we will try in every way to offer you the highest standards of teaching and pastoral support.

By accepting a place at St Benet's Hall, you undertake a duty to support the ideals for which the community stands, although, of course, you are absolutely free to make your own choices in matters of religion. You should always feel welcome in the chapel and at any of the events that are part of the life of the Hall; you also accept important duties in regard to your personal and social life. You have a responsibility to work to the best of your ability, and to respect the right of others to privacy, quality of life, a calm environment, esteem and difference. Observance of those duties guarantees the pursuit of scholarship and harmony in a close community.

Although small, the Hall provides for its members in all the complex aspects of life at Oxford. Members have many academic and personal options and have to meet numerous requirements in a short time. This Handbook offers guidance and practical information.

The Covid-19 pandemic has changed the way the Hall operates, at least for a while. The changes outlined in this Handbook are for the protection and wellbeing for all members of the Hall, students, staff and visitors. Given the changing nature of the pandemic, these altered ways of operating are likely to change during the year.

Even in this epoch of ever-present electronic communications, you will always be welcome to meet in person the Master or any of the Officers or Fellows of the Hall.

The standard College-Student contract is appended to this Handbook, as are the licences to occupy Hall residential accommodation. By accepting a place at St Benet's Hall and coming into residence in the University, you are deemed to have accepted this contract, and, if resident, to have accepted the terms of undergraduate or graduate licence to occupy.

It is in your interest to read and understand these regulations. By your accepting a place in the Hall, you accept the obligation to follow them.

Addenda to the Handbook may be issued by the Hall and any Addendum takes priority over the version of the Handbook issued here.

This Handbook has been issued by the Master of St Benet's Hall, Michaelmas Term 2021.

Contents

1. Introduction	1
2. Emergency Contact Details.....	9
3. COVID-19	10
4. General	11
5. Hall Terms Dates and Regular Times	12
5.1. Hall Terms.....	12
5.2. Office and Liturgy in the Chapel in Term.....	12
5.3. Meals during Term	12
5.4. Cleaning schedules in the Hall (at the time of publication)	15
6. Monastic Members of the Hall	16
7. The Organisation of St Benet's Hall	16
8. Matriculation Ceremony and Examination Dress Requirements.....	17
9. Academic Obligations for those Reading for Undergraduate Degrees	18
10. Data Protection	21
11. General Discipline	21
11.1. General requirements on all Members of the Hall	21
11.2. Guests	21
11.3. Intruders	22
11.4. Canvassing	22
11.5. Dean.....	22
11.6. General Misconduct	24
11.7. Code of Conduct	24
11.8. Serious Misconduct	25
11.9. Freedom of Speech, Meetings and Events	26
11.10. Sexual and other Harassment	26
11.11. Protection of Children and Vulnerable Adults.....	28
12. Use of Hall Facilities	28
12.1. Accommodation	28

12.2.	Regulations About the Occupation Of Rooms In The Hall	29
12.3.	Undergraduate Vacation Residence	31
12.4.	Safety	33
12.5.	Accidents and Emergencies	33
12.6.	Fire safety	34
12.7.	Sports Safety	35
12.8.	Safety in Hall Buildings and Equipment	35
12.9.	Electrical Appliances	36
12.10.	Firearms and other Offensive Weapons	36
12.11.	Meals in the Refectory	36
12.12.	The Calefactory, Solar, Blue room	37
12.13.	Communal Areas of the Hall and the Garden	38
12.14.	Meetings, Parties and other Entertainments	38
12.15.	Noise, Music Hours, and Drama Rehearsals	38
12.16.	Access to the Hall	39
12.17.	Bicycles, Motor Cars and Motor Cycles	39
12.18.	Leave of Absence: Exeat Book	39
12.19.	Computing Facilities	40
12.20.	Photocopying and Copyright Law	40
12.21.	Library	40
12.22.	Suspension of Studies	40
13.	Financial Information	41
13.1.	Hall Bills ('Battels')	41
13.2.	Course Fees	41
13.3.	Accommodation and Meal Charges	43
13.4.	Electricity Charges	43
13.5.	Other Charges	43
13.6.	Grants and Loans	43
13.7.	The Access to Learning Fund and Oxford Opportunity Bursaries for Undergraduates	43
13.8.	Living Costs for Overseas Students	43

14.	Joint Common Room (JCR).....	43
15.	Scholarships and Exhibitions.....	44
16.	Prizes.....	44
17.	Grants.....	44
18.	Degrees	45
19.	Hall Chapel	45
20.	Student Welfare	45
21.	Students with Disabilities.....	48
22.	PREVENT DUTY.....	49
23.	APPENDIX I: HALL OFFICERS, FELLOWS, & LECTURERS.....	50
24.	APPENDIX II: ST BENET’S HALL BYLAW –	57
1.	Basic Requirements	57
2.	Tutors.....	57
3.	Disciplinary Offences	57
4.	Monetary Fine	57
5.	Warning	57
6.	Probation	58
7.	Review of Probation	59
8.	Referral to the Academic Review Committee	59
9.	Hearings Concerning a Breach of Probation	60
10.	Appeal.....	61
14.	By-law on failure in the First Public Examination (FPE).....	64
16.	Tutors.....	69
17.	Disciplinary Committee	69
15.	Referral to the Disciplinary Committee.....	71
16.	Referral to the Disciplinary Committee: Special provisions for Criminal Convictions and University Penalties.....	73
17.	Appeal.....	75
18.	Appeal against Fine	77
19.	Standard and Burden of Proof.....	78

20.	Service of Documents.....	78
21.	Appointments by the Master	79
25.	APPENDIX III: ST BENET’S HALL BYLAWS - TARIFF OF POSSIBLE FINES.....	80
26.	APPENDIX IV: ST BENET’S HALL COMPLAINTS PROCEDURE	83
1.	Introduction.....	83
2.	Informal Procedure.....	83
3.	Formal Procedure	84
4.	Monitoring Arrangements.....	85
27.	APPENDIX V: HOLDING MEETINGS OR PARTIES ON HALL PREMISES	86
1.	Obtaining Permission	86
2.	Publicity	87
3.	Organisation	87
4.	Times	87
5.	Safety and Security	87
6.	Hall Rules and Policies	88
28.	APPENDIX VI: ST BENET’S HALL LIBRARY REGULATIONS	89
1.	Use of the Library	89
2.	Issues and Returns.....	89
3.	Borrowing and Renewals.....	89
4.	Hall Rules	90
5.	Fines and Offences	90
29.	APPENDIX VII: THE PROCTORS’ OFFICE - GUIDELINES ON DEALING WITH DRUG MISUSE FOR COLLEGES	91
30.	APPENDIX VIII: ST BENET’S HALL EQUALITY POLICY	93
1.	The Policy.....	93
2.	Monitoring.....	93
2.1.	General	93
2.2.	Academic Monitoring	94
2.3.	Domestic Monitoring.....	94
3.	Publication.....	94

31.	APPENDIX IX: ST BENET’S HALL INFORMATION TECHNOLOGY POLICY AND REGULATIONS	94
1.	Computers	94
2.	IT Suite and Library	95
3.	Personal Computer Equipment	96
4.	Hall website	97
5.	Email	97
6.	Mailing lists.....	97
32.	APPENDIX X: ST BENET’S HALL STUDENT-COLLEGE CONTRACT	99
1.	Introduction.....	99
2.	University and College Membership	99
3.	Undertakings by the College	99
4.	Your Undertakings.....	100
5.	Personal Data	100
6.	Jurisdiction.....	101
33.	APPENDIX XI: RESIDENTIAL LICENCE AGREEMENT (UNDERGRADUATES)	103
1.	Definitions	103
2.	The Hall’s Obligations	105
3.	Student’s Obligations	105
4.	Other Conditions	107
5.	Termination of this Licence Agreement	108
6.	Shared Room Contracts.....	109
34.	APPENDIX XII: RESIDENTIAL LICENCE AGREEMENT (GRADUATES).....	111
1.	Definitions	111
2.	The Hall’s Obligations	113
3.	Student’s Obligations	113
4.	Other Conditions	115
5.	Termination of this Licence Agreement	116
6.	Shared Room Contracts.....	117
35.	APPENDIX XIII: ST BENET’S HALL HEALTH & SAFETY POLICY	119

Responsibilities For Health And Safety.....	119
Health and safety rules.....	120
Management arrangements for implementing health & safety	123
Monitoring health and safety	127
36. APPENDIX XIV: THE GOVERNING BODY AND JCR AT ST BENET’S HALL	128
37. APPENDIX XV: SUSPENSION AND FITNESS TO STUDY PROCEDURES.....	133
38. APPENDIX XV: SUSPENSION AND FITNESS TO STUDY PROCEDURES	135

2. Emergency Contact Details

In case of emergency:

Junior Dean (St Giles')	tba
Junior Dean (Norham Gardens)	tba
Prior	01865 280560 or 07976 700016
Hall Administration	01865 280556
Master	01865 280551 or 07811 284625
Bursar	01865 280690
Senior Tutor	01865 280559
Maintenance and Housekeeping	07704 970813
University Security Service	01865 89999
Emergency Services	999
Dr Leaver, Jericho Health Services	01865 311234

3. COVID-19

The Covid-19 pandemic has had a number of consequences in the way that St Benet's Hall operates. These are outlined in more detail in the Handbook, and are subject to review and change but members should be aware in particular of:

- The University of Oxford compact and guidance relating to Covid-19 are considered part of the requirements of this Handbook
- **Face coverings** are strongly encouraged to be worn whilst indoors in St Benet's, except whilst eating in the Refectory, your own bedroom, working alone in an office
- **Meals** and meal times are changed, and are shown on the meal app. There are more sittings with fewer diners in each. You will need to book into a specific sitting. Entry to the Refectory is via the North door only, and exit via the South door. Diners will pick up their food which will be plated for them and sit at the tables, filling up from the South end first. Diners will be required to eat and exit promptly from the Refectory to allow cleaning before the next sitting. Please deposit your plate, cutlery, glass on the table at the cleaning station as you leave the Refectory. There will be no pre or post meal drinks in the Calefactory.
- At the outset of Michaelmas Term, sadly there will no guests to meals- this position will be regularly reviewed. Guests are permitted on Hall premises for academic or operational purposes only.
- For the purposes of managing an outbreak of Covid, students in residence will be organised into '**shadow households**', typically between 1 and 6 but up to 12 students living adjacent and sharing an assigned toilet(s), shower(s) and/or kitchen. You will be told the name of your '**shadow** household' and your bedroom and associated toilet, shower, etc will be clearly marked. No one else should use that toilet, shower, or kitchen.
- Any **student diagnosed with Covid-19** during term time will be required to self-isolate
- **The Libraries** will remain be open and users will be strongly encouraged to wear face coverings. There will be screens between desks in St Giles, where the maximum number of study spaces is 14. The library in 11 Norham Gardens will have fewer (six) spaces for study.
- All students and staff will be expected to be vaccinated, unless against medical advice

REGULATIONS AND INFORMATION RELATING TO JUNIOR MEMBERS OF ST BENET'S HALL

4. General

- 4.1. For the purposes of these Regulations the term 'junior member of the Hall' includes any person reading for a degree or approved course of study who is a member of the Joint Common Room (JCR). It does not include Associate Members of the Hall. For practical purposes, the term 'junior members' encompasses the following categories:
1. undergraduates: undertaking first degree courses;
 2. graduates: undertaking higher degree courses;
 3. student monks: undertaking either first degree courses or higher degree courses; or Blackfriars Studium courses;
 4. visiting or exchange students.
- 4.2. Everyone who accepts a place at St Benet's Hall is deemed to have bound themselves to observe the Hall Regulations, to have accepted the College-Student contract, and, if resident, the terms of the graduate or undergraduate licence for residence.
- 4.3. **It is the duty of members of the Hall regularly to check their incoming mail at least once a day. Communications delivered to Hall pigeonholes or sent to an @stb.ox.ac.uk email address will be deemed to have been received after 24 hours.**
- 4.4. The Regulations are kept under review and subject to amendment from time to time by the Master.
- 4.5. All members of the Hall are expected to apply themselves to academic work to the satisfaction of tutors and supervisors, and to behave in a reasonable and responsible manner, with consideration for other members of the Hall and its staff, and for the general public both within and without the Hall premises, for the duration of their period of studies in the Hall.
- 4.6. Members of the Hall must consult their Director of Studies or supervisor before undertaking any non-academic activity which is capable of interfering with academic work. International students must also adhere to any stipulations set out in their Visa documentation with regard to any hours of paid work per week. Permission from their Director of Studies is required for undergraduates to undertake an office within the Hall or the University.
- 4.7. Many of these Regulations and associated procedures are mainly a matter of common sense and good manners, but some are required by law. They will be enforced, in the first instance, by Hall Officers according to their particular area of responsibility: the Senior Tutor (academic obligations), the Master or Dean (discipline), the Bursar (domestic and finance), and the Librarian (library).

5. Hall Terms Dates and Regular Times

5.1. Hall Terms

5.1.1. New undergraduate members of the Hall are asked to arrive by 4 p.m. on Sunday 3 October 2021. You will be given a specific arrival timeslot for either Saturday 2 or Sunday 3 October, in order to maintain social distancing. Hall Terms (as in all the colleges) differ slightly from the so-called Full Terms of the University, which are defined as the period of eight weeks during which formal lectures, classes and tutorials normally occur.

5.1.2. Undergraduates are expected to be in residence for the full length of each term. If any undergraduates are prevented from arriving punctually by ill-health or for any other good reason, it is their responsibility to give proper notification by informing the Bursar in the Hall Office.

5.1.3. Term Dates for the Year

Term	Begins	Ends
Michaelmas	Thursday 7 October 2021	Saturday 4 December 2021
Hilary	Thursday 13 January 2021	Saturday 12 March 2021
Trinity	Thursday 21 April 2021	Saturday 18 June 2021

5.2. Office and Liturgy in the Chapel in Term

Weekdays	Office or Liturgy	Sundays
06:45	Office of Readings & Morning Prayer	08:00
07:30	Mass	10:00
18:30	Vespers	
18:30 (Tuesday, Thursday)	Sung Latin Vespers	18:30
21:00	Sung English Compline	21:00

5.3. Meals during Term

Meals during term have been affected by the restrictions imposed by the Covid-19 pandemic and the need for suitable spacing in the Refectory, resulting in multiple meal sittings. Shown below are the both the normal timings and **in bold those during Covid-19 restrictions**.

During Covid-19 restrictions, there will be no self-service meals, no students serving others and no clearing of your own plates. Diners should queue, with suitable spacing, from the north door of the Refectory, use the hand sanitising gel to clean your hands, until allowed to enter the Refectory. Your meal will be plated for you by the Food Service Assistants and placed at the end of the counter. Please pick up your plate, cutlery, water glass, (wine glass) and sit at a table, filling up the tables from the south end first. At the end of the meal, please deposit your plate, cutlery etc at the cleaning station and leave the Refectory by the south door.

Breakfast	Every day	08:00-09:30
Brunch	Saturday only	11:30
Lunch (normal)	Monday to Friday (Informal)	12:30-13:30
	Sunday (Formal)	12:45 Drinks, 13:00 Lunch
Lunch (Covid-19)	Monday to Saturday (Informal)	1st sitting: 12.00 – 12:45 2nd sitting: 13.00 – 14:00
	Sunday (formal)	13.00
Tea and toast (normal)	Mon to Friday	15:00-16:00
Dinner (normal)	Mon, Weds, Fri (Informal)	19:15
	Tuesday (Formal Dinner with guest speaker and post-drinks)	19:00
	Thursday (Formal Dinner)	19:00 Drinks, 19:15 Dinner
	Saturday (Informal buffet supper)	19:00
Dinner (Covid-19)	Mon, Weds, , Fri, Saturday, Sunday (Informal)	1st sitting: 18:30 – 19:15 2nd sitting: 19:30 – 20:15
	Tues, Thurs (informal)	17.30-18.15
	Tues, Thurs (formal)	19.15

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5.4. Cleaning schedules in the Hall (at the time of publication)

All public areas will be cleaned every day, and students and staff are reminded to wash their hands thoroughly and regularly. Hand sanitisers are available in both buildings.

- 5.4.1. Sheets should be changed every two weeks. You will be left a set of clean sheets outside your bedroom and the dirty ones should be placed in the bag provided and left outside your bedroom.

6. Monastic Members of the Hall

- 6.1. St Benet's Hall was founded to allow monks to take secular degrees. St Benet's still welcomes monks, priests and religious who may want to read for a BA, Master's degree or for a DPhil. Admission to these degrees is through the normal admissions processes of the University, which requires candidates to be of the necessary academic standard.
- 6.2. Monks resident in the Hall are expected to observe the liturgical timetable outlined above, and the other guidelines outlined in the Monastic Customary for the Hall. The Prior issues this at the beginning of each academic year. They have other arrangements made according to their status in the University. Monks have priority in the allocation of rooms.
- 6.3. Monks are members of the JCR or Senior Members according to their status.

7. The Organisation of St Benet's Hall

- 7.1. St Benet's Hall is operated under the St Benet's Trust, a registered charity and a subsidiary of Ampleforth Abbey Trust. The St Benet's Trust meets three times a year and has overall accountability for the Hall.
- 7.2. The Hall's status as a Permanent Private Hall is granted by the University under the University's Statutes and the Hall operates in accordance with the University's Regulations. Relevant statutes and regulations of the University are available on the University website.
- 7.3. The Hall's officials oversee the working of the Hall. All are asked to co-operate with necessary informality in much of our operation. This handbook sets out the working of areas such as academic and personal discipline in some detail, so as to provide information, fairness and equity.
- 7.4. The Master holds responsibility for all the workings of the Hall and is accountable to the Trustees. All members of the Hall should at all times feel free to see or consult the Master. Academic supervision is delegated to the Senior Tutor, personal disciplinary to the Dean and Junior Deans and welfare to the Prior, and Junior Deans.
- 7.5. The Senior Members of the Hall comprise the above-named officers, plus the Prior, Bursar, Fellows, Lecturers, Development Director, and Research Associates.
- 7.6. The Hall has six formally set up internal committees: the Master and Fellows Committee meets twice a term; the Education Committee meets four times a term; the Graduate Committee meets twice a term; the House Committee meets three times a term; the Library Committee which reports to the Education Committee; and the Welfare Committee which meets once a term. Disciplinary and other committees are arranged as required.

- 7.7. The Master and Fellows' Committee is concerned with the overall administration of the Hall; it provides a forum in which information can be exchanged and in which decisions can be taken affecting different aspects of the Hall. It is chaired by the Presiding Fellow and consists of the Master, the Official Fellows and the Research Fellows of the Hall.
- 7.8. The Education Committee is concerned with the academic work of the Hall. It consists of the Master, Senior Tutor, Prior and Directors of Studies.
- 7.9. The Graduate Committee consists of the Master, Tutor for Graduates, Senior Tutor, Prior, Graduate Advisors and for part of the meeting, two graduate student representatives.
- 7.10. The House Committee consists of the Bursar, Senior Tutor, Master's PA/Alumni Relations Officer, Hall Administrator a Fellow, Junior Deans (and Dean if necessary), Prior, Chaplain, the President, Treasurer, Secretary and Graduate Officer of the JCR. The House Committee is concerned with the communal life of the Hall and any other matters raised by Senior or Junior Members.
- 7.11. The Library Committee consists of the Librarian, Senior Tutor, Fellows' Representative and student subject representatives.
- 7.12. The Welfare Committee consists of the Master, Hall Doctor, Senior Tutor, Prior, Chaplain, Bursar, a Fellow, Junior Deans and the President, Welfare Officer and Graduate Representative of the JCR.
- 7.13. The JCR and Boat Club have their own meetings and organisation. All junior members (undergraduate and graduate) hold membership of the Joint Common Room unless they have chosen to exercise their right to opt out of membership.

8. Matriculation Ceremony and Examination Dress Requirements

- 8.1. The Matriculation Ceremony normally takes place in the Sheldonian Theatre on the Saturday of the First week of Michaelmas term. Arrangements are made by the Senior Tutor. In the light of Covid-19 alternative arrangements may need to be made and if so will be communicated separately.
- 8.2. It is a University requirement that members of the University wear '*sub fusc*' clothing for Matriculation, examinations and presentation for degrees. Sub-fusc clothing is: a dark suit with dark socks, or a dark skirt with black stockings or trousers with dark socks and an optional dark coat; black shoes; plain white collared shirt; a black tie or white bow tie. Socks, tights and stockings must cover the ankle entirely. Where socks or stockings are worn, there should be no gap between the bottom of the trouser leg or skirt and the top of the socks or stockings. Candidates serving in HM Forces are permitted to wear uniform together with a gown. (The uniform cap is worn in the street and carried when indoors.) Monks may wear their habit together with a gown. '*Sub fusc*' clothing must be worn with cap and the appropriate gown, with hoods being worn by graduates at

University examinations and presentations for degrees. Those reading for a second BA degree may wear a graduate gown, but when sitting examinations must wear a Commoner's gown.

- 8.3. Further guidance on academic dress for students may be found here: <https://www.ox.ac.uk/students/academic/dress?wssl=1>.

9. Academic Obligations for those Reading for Undergraduate Degrees

9.1. Acceptance of a Place

- 9.1.1. Everyone accepting a place at St Benet's Hall is under an obligation to fulfil the terms of that acceptance: viz:
- 9.1.2. the Hall's requirements regarding University examinations and academic performance set out in these Regulations;
- 9.1.3. that the Hall has admitted them for a particular course only and for its normal duration only, and that deferments or changes of course shall be at the discretion of the Master, the Director of Studies concerned, and Education Committee;
- 9.1.4. that the Hall may after due notice and discussion suspend, rusticate or expel an undergraduate, if in its judgement the undergraduate is not fulfilling the academic requirements.

9.2. The Tutorial System

- 9.2.1. The tutorial system combines independent study by an undergraduate and close personal supervision by the tutor in order to ensure that undergraduates develop their full academic potential. It is a partnership which requires commitment on both sides.
- 9.2.2. Each undergraduate is assigned a Director of Studies. The Director of Studies is responsible for overseeing the teaching and welfare of that undergraduate.
- 9.2.3. Tutors will outline the tutorial programme for each term, make available relevant lecture lists and advise on attendance at University lectures, classes and, where appropriate, practicals.
- 9.2.4. Tutors should give a reasonable period of time to undergraduates to complete any set work. Undergraduates are expected to meet deadlines for the submission of written work, to attend tutorials punctually, and to ensure that their work is of a satisfactory standard. Undergraduates who fail to meet academic obligations become liable to Academic Probation.
- 9.2.5. Undergraduate courses at Oxford are designed on the assumption that a considerable amount of study will be done in vacation. Work set in term will cover a substantial part of the syllabus, but by no means all of it. Intellectual reward of

the degree course and attainment of satisfactory examination results are dependent on the proper use of the vacation. Vacation work may be of two kinds:

- Consolidation and expansion of the ground covered in the previous term; and
- reparation for the coming term. Normally, written collections will be set to provide a focus for vacation study. These are invigilated in the Hall typically on Friday and Saturday of 0th Week, in line with practice in the rest of the University. Collections may not be missed except for good reason, notified in advance to the Senior Tutor, who must give permission for alternative arrangements to be made. Tutors may also require the writing of extended essays or other academic exercises in the vacations.

- 9.2.6. It is important that a balance be struck between academic and non-academic vacation commitments, and undergraduates should give careful thought to the distribution of their time. It is essential that undergraduates intending to take paid employment should first consult their Director of Studies. Internships or other full-time employment should normally take up no longer than eight weeks of the Long Vacation, unless explicit permission of the Senior Tutor and Director of Studies 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 or strongly advised against it where a formal written warning is in place. The Hall recommends that periods of holiday or paid employment be limited to two weeks in the shorter vacations.
- 9.2.7. Undergraduates are advised to give careful attention to the question of how to obtain the books they will need for vacation study. They should discover what arrangements exist for the borrowing of books from Oxford libraries for vacations. The libraries of other universities will normally admit Oxford undergraduates, at least during their own vacations, on the production of the University Card. Large city libraries will sometimes be well stocked with academic books, and have facilities to borrow from other libraries books which are not in their own stocks. Undergraduates uncertain what work is expected of them in a vacation should be sure to consult tutors before the end of term.
- 9.2.8. Undergraduates who intend to seek office in any Hall or University student society (including the SBH JCR Committee and the SBH Boat Club Committee) are required to have the permission of their Director of Studies in advance.
- 9.2.9. Undergraduates should expect to receive prompt appraisal for tutorial assignments, including comments on the general standard and advice on improvement. At the end of term a written or oral report will be communicated to the undergraduate, either in the Master's Collections (formal meetings held at intervals with the Master and Senior Tutor and Directors of Studies), or by the Director of Studies. Undergraduates will be informed at the end of each term of

the subject or subjects in which tutors intend to set Collections (written tests) at the beginning of the following term. Each term undergraduates will be given a questionnaire on which they are encouraged to comment on the tutorial teaching they have received.

- 9.2.10. 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, e.g. during Formal Hall (Use of mobile phones is not permitted in the Refectory).
- 9.2.11. Tutorials are governed by the University Harassment Code. Either a tutor or an undergraduate may terminate a tutorial in the event of inappropriate conduct.
- 9.2.12. There is no obligation on either tutor or undergraduate to accept social invitations, though it is discourteous not to reply to them.
- 9.2.13. Undergraduates may be permitted to change their tutor for valid academic or other reasons and may expect a sympathetic response to a reasonable request to change tutorial partners.
- 9.2.14. Undergraduates may take a concern on academic or other matters to their Director of Studies, the Master, the Senior Tutor, the Chaplain, or the Dean.
- 9.2.15. Students and staff are strongly encouraged to wear face coverings at Tutorials.

9.3. Requirements regarding University Examinations

Undergraduates on arrival should consult the *Examination Regulations* for their subject online (<http://www.admin.ox.ac.uk/examregs/>).

9.4. Academic Obligations for Graduates

- 9.4.1. Graduates work under the direction of their supervisors, who will only in a few cases be Fellows of the Hall. The Hall appoints one of its Fellows, Lecturers or Research Associates as a 'Hall Advisor' for each graduate student, and Advisor and graduate are expected to keep in touch. For routine matters, such as obtaining a Hall certification on a standard form, the Hall Office, the Senior Tutor or the Tutor for Graduates should be approached.
- 9.4.2. Supervisors of graduates report once a term on the performance of the graduate, and a copy of this report is seen by the Master, the Senior Tutor and the Hall Advisor concerned. In the case of unsatisfactory performance, the Hall will require an explanation. (If persistent, the Hall could require the person concerned to go out of residence and ultimately terminate the course.)
- 9.4.3. All graduates will be invited to discuss their progress periodically with a small panel comprising the Master, the Tutor for Graduates and, if available, their Hall Advisor.

9.5. Change of Course

- 9.5.1. The offer to a student of a place at St Benet's Hall is conditional upon studying for a particular degree which is specified at the point of acceptance by the Hall. There is no entitlement to change course. Should a change of course be permitted, in the case of undergraduates, the consent of the relevant tutors and the permission of the Master, the Directors of Studies concerned and Education Committee must be obtained; in the case of graduates, the consent of the relevant Faculties and the permission of the Master and Graduate Committee must all be obtained.
- 9.5.2. Every undergraduate in receipt of fees from public funds should note the conditions laid down by Government concerning changes of course. A transfer may be made without loss of an award if either
- the necessary consent is given before the start of the second year of the student's original course or
 - the new course ends no later than the original one would have done.

10. Data Protection

- 10.1. In order to fulfil its educational, pastoral and administrative responsibilities, the Hall will collect and process personal data about junior members. The Data Protection Act 2018 requires that such information is processed fairly and lawfully, is relevant and accurate, is held securely and is only kept as long as necessary for the purpose required.
- 10.2. A privacy notice for the data that the Hall holds on students is published on the Hall's website. That privacy notice explains what personal data St Benet's Hall holds relating to students, how it is used internally, how it is shared, how long it is kept and what legal rights students have in relation to it. The privacy notice also states whom the Data Protection Officer for St Benet's Hall is.

11. General Discipline

11.1. General requirements on all Members of the Hall

Courteous and reasonable behaviour is expected from members at all times, both in and out of Hall and both among themselves and with all the staff of the Hall. Members of the Hall are also responsible for the behaviour of their guests in the Hall, at parties, and elsewhere. Members of the Hall are warned that drunkenness is no excuse for bad behaviour, and offensive behaviour due to drunkenness will be penalised. Members are to remember that for the duration of their time as students at St Benet's Hall their behaviour should reflect the values of the Hall, whether within the bounds of the building or beyond. Any reputational impact to St Benet's brought about by the behaviour of a student, whether within the Hall or outside it, will be penalised.

11.2. Guests

During the Covid-19 pandemic, guests are not allowed in St Benet's other than for operational or academic purposes.

Otherwise, guests should be signed in for meals by their host. Please note that nicknames or other sobriquets are not to be used on the Meal App: such abuses will be penalised. After 10 pm, to prevent undue noise, no member should have more than one guest. All guests should leave the Hall by 11 pm unless the Bursar's permission has been given in advance to stay overnight. Those with a spare bed in their rooms may sign their guests into the fire safety book; and, if available, the guest room may be booked for the night at the Hall member rate.

11.3. Intruders

11.3.1. All members are expected to prevent intrusion into the Hall and to either themselves direct intruders out of the Hall or, if the situation appears threatening, to report immediately to a Junior Dean, the Bursar, the Master or any senior member; or, if necessary, directly to the University Security Service (01865 289999) and the police.

11.3.2. Members should be particularly careful not to allow strangers to follow them into the Hall without personally checking that the person they claim to be visiting is present to meet them.

11.4. Canvassing

No political canvassing is allowed within the Hall except that during election campaigns the electoral appeal of any candidate may be distributed. In a small community such as ours, all are asked to be sensitive at all times to the possibility of causing serious offence to others.

11.5. Dean

11.5.1. The Dean is the Hall Officer responsible for general discipline among junior members, and they are assisted by the Junior Deans. In all probability it will be the Junior Deans who are the point of first referral, given that they are in residence. The Master may in certain circumstances, such as the ill-health or other unavailability of the Dean, nominate a senior member of the Hall to act for the Dean. Throughout this Regulation, references to the Dean shall include the Junior Deans or any such nominee.

11.5.2. The powers of the Dean and the Junior Deans include fining up to and including £250 and restricting access to Hall. A guide to possible fines for some offences is listed in Appendix IV. The cost of rectifying any damage caused may be added to a fine.

11.5.3. Members of the Hall may make representations to the Junior Deans and thereafter appeal to the Dean in relation to fines up to £150. Members of the Hall

may appeal to the Disciplinary Committee against fines in excess of £150 per offence, but they are advised that the Dean or the Disciplinary Committee respectively can impose additional fines or other penalties in the event of trivial or frivolous appeals, or where it believes the offence warrants a more severe penalty than that already imposed.

- 11.5.4. The Dean has the power, after consultation with the Master, to suspend or limit the right of access of a junior member of the Hall to Hall premises and facilities with immediate effect for a fixed or indeterminate period where it appears to the Dean that serious misconduct may have occurred and such suspension or limitation is warranted. Suspension or limitation is a precautionary and not a disciplinary measure; and may continue during the investigation of any such allegation and any subsequent disciplinary proceedings. Such suspension or limitation does not indicate that the Hall has concluded that the junior member is guilty of misconduct. After complying with the suspension or limitation and within five days (not including Saturday or Sunday) of its imposition, the junior member may appeal in writing to a committee that shall normally consist of the Master (or the Master's nominee) and two other persons appointed by the Master from among the fellows and lecturers of the Hall. Such an appeal does not concern the alleged serious misconduct but only the administrative procedure of suspension or limitation. The appeal shall be copied to the Dean, who shall be asked to respond within five days (not including Saturday or Sunday). The Committee's decision, which shall be final, shall be communicated in writing to the junior member and the Dean.
- 11.5.5. The Dean will refer to the Disciplinary Committee cases of serious misconduct which he believes may require a penalty more serious than a fine of £250. Misconduct related to drug misuse will be dealt with in accordance with Proctors' guidelines (Appendix VII).
- 11.5.6. The Master, the Dean or the Junior Deans may order the expulsion of any non-member of the Hall from its premises at any time.

11.6. General Misconduct

Junior members are expected to behave in ways consistent with the values of the Hall and the University at all times. Members are expected to comply with all regulations and guidance relating to Covid-19 safety. Within the buildings of the Hall itself members must behave in ways which do not negatively impact the lives of other members of the Hall in any way. For example: any noise in rooms should not be audible by neighbours after 11.30 pm; laundry machines should not be used after 12 midnight; dress in the public areas of the Hall should always be respectable and shoes worn; silence must be maintained in the library at all times to ensure a good working environment. Please note that housekeeping staff are not permitted to clean bodily fluids from the fabric and furnishings of the Hall: instances of this kind will be the total responsibility of the student concerned.

11.7. Code of Conduct

In general, junior members will not, or will not attempt to, intentionally or recklessly:

- 11.7.1. Disrupt or attempt to disrupt teaching or study or research or the administrative, sporting, social or other activities of the Hall, or disrupt or attempt to disrupt the lawful exercise of the freedom of speech by members, students, and employees at the Hall and by visiting speakers, or obstruct or attempt to obstruct any employee or agent of the Hall in the performance of his or her duties;
- 11.7.2. Damage, deface or destroy or attempt to damage, deface or destroy any property, or knowingly misappropriate such property;
- 11.7.3. Occupy or use or attempt to occupy or use any property or facilities except as may be authorised by the University or Hall authorities concerned;
- 11.7.4. Forge or falsify expressly or impliedly any certificate or document or knowingly make false statements concerning standing or results obtained in examination;
- 11.7.5. Engage in any activity likely to cause injury or to impair safety;
- 11.7.6. Engage in violent, indecent, disorderly, threatening or offensive behaviour or language;
- 11.7.7. Engage in the harassment of any member, visitor, employee or agent of the Hall or University;
- 11.7.8. Engage in any fraudulent or dishonest behaviour towards the Hall or University, their members, officers, employees or agents;
- 11.7.9. Refuse to disclose his or her name to an officer or an employee or agent of the Hall or University in circumstances where such person has identified himself or herself and explained the reason for disclosure and it is reasonable to require the name to be given;

- 11.7.10. Use, offer or sell or give to any person drugs, the possession or use of which is illegal;
- 11.7.11. Engage in conduct in breach of the Current Statutes and Regulations of the University as published from time to time;
- 11.7.12. Engage in conduct in breach of Hall regulations regarding conduct in examinations;
- 11.7.13. Engage in conduct in breach of Hall regulations regarding the use of the Hall library;
- 11.7.14. Engage in any other conduct which is prohibited in this Handbook or which is detrimental to the interests of the Hall.

11.8. Serious Misconduct

- 11.8.1. Serious misconduct by a Junior Member of the Hall, whether committed within the Hall or elsewhere, renders the offender liable to appear before the Disciplinary Committee, the powers of which include requiring a junior member to reside out of Hall premises, imposing a fine of any magnitude or banning, suspending or expelling an offender. The Disciplinary Committee may attach such conditions as it sees fit to any penalty.
- 11.8.2. Serious Misconduct includes but is not limited to violent or threatening behaviour; sexual or other harassment (see 8.10 below); failure to comply with the provisions of the Code of Practice on Meetings and Events (see 8.9.1 below) with the Counter-Terrorism and Security Act 2015; intentional or reckless damage to or theft of property; contravention of the Hall's Computer Regulations; 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 Hall or faculty collection or in any University examination; producing, procuring, possessing, using or supplying illegal drugs or other dangerous substances, or allowing Hall premises to be used for these purposes; interference with fire prevention or any other equipment; obstructing a Hall 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 contravention of Hall Regulations; or engaging in any other conduct which is seriously detrimental to the interests of the Hall.
- 11.8.3. 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 Master and the Dean.

11.8.4. Proceedings before a Disciplinary Committee are governed by a Bylaw of St Benet's Hall, set out in this Handbook in Appendix II Discipline for Serious Misconduct.

11.9. Freedom of Speech, Meetings and Events

11.9.1. Members of the Hall are required by law to observe the Code of Practice on Meetings and Events adopted by the University in compliance with Section 43 of the Education (no.2) Act 1986. A link is provided here:

[http://www.ox.ac.uk/media/global/wwwoxacuk/localsites/gazette/documents/supplements2016-17/Code_of_Practice_on_Meetings_and_Events - %281%29 to No 5142.pdf](http://www.ox.ac.uk/media/global/wwwoxacuk/localsites/gazette/documents/supplements2016-17/Code_of_Practice_on_Meetings_and_Events_-_2016-17_to_No_5142.pdf)

Students wishing to book an external speaker or to use Hall rooms for an external speaker or meeting must seek prior approval from the Dean, who has delegated day to day responsibility to the Bursar

11.10. Sexual and other Harassment

11.10.1. The Hall adopts the definition of harassment in University Statute XI as follows: *'harassment' means unwanted and unwarranted conduct towards another person which has the purpose or effect of: (i) violating that other's dignity; or (ii) creating an intimidating, hostile, degrading, humiliating or offensive environment for that other.*

11.10.2. In dealing with complaints of harassment, the Hall will be guided by the University's Policy and Procedure on Harassment, which can be found here:

<https://edu.admin.ox.ac.uk/university-policy-on-harassment>

This gives examples of behaviour which may amount to harassment. These include bullying and stalking and:

- unwanted physical contact, ranging from an invasion of space to an assault, including all forms of sexual harassment, including inappropriate body language, sexually explicit remarks or innuendoes, and unwanted sexual advances and touching
- offensive comments or body language, including insults, jokes or gestures and malicious rumours, for example on the basis of race, religion or belief
- open hostility, verbal or physical threats
- insulting, abusive, embarrassing or patronising behaviour or comments, humiliating, intimidating, and/or demeaning criticism

- persistently shouting at, insulting, threatening, disparaging or intimidating an individual
- constantly criticising an individual without providing constructive support to address any performance concerns
- persistently overloading an individual with work that s/he cannot reasonably be expected to complete
- posting offensive comments on electronic media, including using mobile communication devices
- threatening to disclose, or disclosing, a person's sexuality or disability to others without their permission
- deliberately using the wrong name or pronoun in relation to a transgender person, or persistently referring to their gender identity history
- isolation from normal work or study place, conversations, or social events
- publishing, circulating or displaying pornographic, racist, homophobic, sexually suggestive or otherwise offensive pictures or other materials.

11.10.3. The Hall is committed to protecting its members, employees, and any other persons for whom it has a duty of care, from harassment. Note that even an isolated incident may constitute harassment if the circumstances are found to be sufficiently serious. Freedom of speech and academic freedom are protected by law though these rights must be exercised within the law. Vigorous academic debate will not amount to harassment when it is conducted respectfully and without violating the dignity of others or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

11.10.4. All complaints of harassment will be subject to careful and objective evaluation of the circumstances giving rise to complaint. An accusation of harassment may in some cases be potentially defamatory, and frivolous, false or vindictive accusations may themselves be held to be serious misconduct.

11.10.5. It is essential that all parties involved in a complaints procedure, including the Hall, the complainants and other parties, should adopt the strictest level of confidentiality.

11.10.6. Any Junior Member who believes that they are a victim of harassment may submit a formal complaint to the Master or Dean, and may wish to do so immediately if the circumstances are sufficiently serious, but is strongly encouraged to discuss the circumstances informally and confidentially with a designated Harassment Officer, or else a member of the Chaplaincy team or the Senior Tutor or their Director of Studies prior to making a formal complaint. Informal consultation is intended to encourage discussion and understanding of

the problem, and in some cases may lead to its resolution without submission of a formal complaint.

11.10.7. On receipt of a formal complaint, the Dean may invoke the Hall's disciplinary procedures if the complaint is against a Junior Member, or refer the matter to the Master if the complaint is against a senior member of the Hall or member of Hall staff. This may give rise to disciplinary action against a member of the Hall or Hall employee. Complaints against persons who are not members or employees of the Hall may, where appropriate, be referred to the University for adjudication.

11.11. Protection of Children and Vulnerable Adults

The Hall requires its members to observe the University's Policy and Code of Practice on the protection of children and vulnerable adults, published in the University Gazette on 23 September 2015.

(<http://www.admin.ox.ac.uk/personnel/cops/safeguarding/safeguardingcop/>)

12. Use of Hall Facilities

12.1. Accommodation

12.1.1. Occupation of Hall accommodation by junior members is subject to compliance with Hall Regulations and the licence to occupy, in accord with the Universities UK Accommodation Code of Practice (UUKCOP). A link is here: <http://www.universitiesuk.ac.uk/aboutus/AssociatedOrganisations/Partnerships/ACOP/Documents/CodeofPractice.pdf>

Failure to comply with Hall Regulations may lead to withdrawal of provision of accommodation.

12.1.2. Accommodation is provided to junior members in order to facilitate their studies at the Hall. Undergraduate students in St Giles' and Norham Gardens may be required to change room each term when they are living in Hall. Junior members may be moved at any time to alternative accommodation at the Hall's discretion, for example to enable necessary repair and maintenance work. Junior members must vacate accommodation promptly when their course of studies is completed, terminated or suspended.

12.1.3. Accommodation for junior members includes provision of cleaning and ancillary services, which may alter during the Covid-19 pandemic.

The Hall participates in waste recycling schemes with the support of its junior members. Hall officers, staff, or agents, may enter rooms at all reasonable times to service or maintain them; they may enter at any time in the event of emergency. The Hall will retain keys and access codes for such purposes.

- 12.1.4. Undergraduates, except for second BA students, are required to live in Hall accommodation for their first year. For the subsequent academic years, St Benet's will offer accommodation to most in their final year. Application for these places is made to the Bursar by Friday of 7th week of the preceding Michaelmas term, and priority is allocated according to a list of criteria drawn up and revised from time to time in consultation with the JCR.
- 12.1.5. The Hall can normally arrange accommodation for most of its Fresher graduate students.
- 12.1.6. Junior members not resident in Hall accommodation must inform the Hall Office or the University's self-service on eVision of their residential address and telephone number. The Hall Office must be informed within 48 hours of any change of address and/or telephone number(s). Juniors resident in rented accommodation should not behave in ways which impact negatively on the Hall's reputation.
- 12.1.7. Accommodation charges are published in the annual table of charges.
- 12.1.8. Undergraduates are charged on a day-to-day basis for the days they are in residence, including vacation periods. Undergraduates are expected to be in residence for the full length of each term.
- 12.1.9. Graduates are charged an annual accommodation charge on the basis of a calculated residence period of 9 calendar months. An additional charge will be levied for residence in excess of 9 calendar months in any academic year.
- 12.1.10. Undergraduates, whether resident in Hall accommodation or living out, must personally complete the attendance register when coming into and going out of residence each term. (The Hall has to certify to the University that students have kept statutory residence, and if it is not able to do so this will cause very serious problems for the students concerned.) A fine of £15 will be imposed in the event of failure to make an entry. Those resident in Hall will on arrival receive room codes.

12.2. Regulations About the Occupation of Rooms In The Hall

- 12.2.1. Junior Members in residence during the Covid-19 pandemic will be assigned to a 'shadow household', consisting of between 1 to 7 members. Each 'shadow household' will be assigned toilets, showers and/or kitchens, that only members of that 'shadow household' can use.
- 12.2.2. Animals (excepting guide dogs) are not to be kept on, or brought onto, Hall premises without the permission of the Master.

- 12.2.3. A Hall room is provided for the sole, non-transferable, use of the junior or graduate member to whom it is allocated and may in no circumstances be rented out, sub-let, or used to accommodate any other person.
- 12.2.4. Junior members are required to keep their rooms tidy. Washing-up is not undertaken by Hall staff. Residents must do their washing-up on a daily basis. Hall staff may remove items of Hall property from student rooms.
- 12.2.5. If the JCR or Solar is not kept clean and tidy, the Hall cleaning staff will temporarily withdraw their cleaning service and the students will be required to make the JCR or Solar clean and tidy within 24 hours. If a second inspection shows that the JCR or Solar remains (in the reasonable opinion of a Junior Dean) below the required standard, the Hall will be entitled to carry out cleaning and dispose of rubbish and the cost of the work will be charged equally to all students. An administration charge of £3.00 per person will be charged in addition to the cost of the work. Any student who considers they have a good reason for not being charged may appeal to the Dean.
- 12.2.6. Anyone wishing to keep a musical instrument or item of furniture in their Hall room must consult and secure the permission of the Bursar before coming into residence. Such permission is not automatically granted, and may be refused if judged inappropriate to a room or an imposition on the staff.
- 12.2.7. Furniture, furnishings and fittings may not be removed from rooms without permission from the Bursar. Accommodation may not be decorated or otherwise modified by junior members, and any deficiency should be reported to the Bursar.
- 12.2.8. It is the duty of junior members to report to the Bursar any damage or dilapidation from any cause, including fair wear and tear, to the fixtures, fittings, furniture, furnishings, glazing and decoration of their rooms and staircases. Any damage that constitutes a safety or security hazard should be reported immediately in writing to the Bursar. Occupants of Hall rooms are responsible for any disturbance, irregularity or wanton or careless damage that occurs in their rooms.
- 12.2.9. To avoid damage to the Hall fabric, the use of sellotape or other adhesives, including glues and 'Blu-tack' and 'white-tack', and the use of drawing pins, nails, screws and other ironmongery, on walls and ceilings is forbidden and abuses will be penalised.
- 12.2.10. Junior members are requested to ensure that their rooms are adequately ventilated and heated to prevent damp atmospheric conditions. Please do not dry damp clothing in rooms.
- 12.2.11. To avoid damage to the Hall fabric, detachable shower hoses are not to be used or fitted to bath or basin taps.

12.2.12. Undergraduates, with priority given to international students, may be allowed to leave belongings in the JCR cellar with permission during the Christmas and Easter vacations and at the student's risk, but only if these belongings are suitably packed and labelled, and clothes in sealed containers. Undergraduates must remove all their belongings from the Hall at the end of Trinity Term, after which they will be disposed of.

12.2.13. Junior members who leave belongings in their rooms or elsewhere on Hall premises at any time do so at their own risk. It is the responsibility of members of the Hall to insure their own belongings against damage, loss and theft. The Hall insures only against fire. Junior members are advised that they should lock their rooms whenever they leave them and that they should not leave valuables (especially laptops) unattended in public places (for example, in the Library or Hallway). Beware of open windows in the summer.

12.2.14. The Hall supplies sheets, pillows, pillow-cases, duvets, towels but not crockery, cutlery, electric kettles. Bed-side or desk lamps are provided in some rooms. Futons may not be installed in Hall accommodation.

12.2.15. During the first week of Michaelmas Term, maintenance will inspect any personal electrical equipment. Equipment that is less than 12 months old or has an up to date PAT certification is exempt. The Hall reserves the right to hold regular Health and Safety inspections of student rooms with 24 hours' notice by email, to ensure student accommodation is safe and that all appliances are safe or have been PAT tested in the last 12 months.

12.2.16. Use of the Hall's laundry facilities is included in the Hall's Facilities and Meals charges.

12.2.17. All members have a responsibility to comply with the Hall's environmental policy, to care properly for the Hall and items within the Hall, and to be mindful of their own behaviour's impact on the environment. In particular, items for disposal should be placed in the correct bins for recycling or general waste, lights and electrical items should be switched off when not in use, and water usage minimised. St Benet's is a zero waste to landfill Hall.

12.3. Undergraduate Vacation Residence

12.3.1. Undergraduate terms, covered by the standard accommodation charge, run from Thursdays of 0th week to the night of Friday of 8th week inclusive.

12.3.2. Provided the Hall is not officially closed, undergraduates may return to residence from Sunday of 0th Week of each term provided they request to do so at least a week in advance in writing to the Bursar; but on the Sunday rooms may not have been serviced, and meals will not normally be available, since arrival will usually

be past the booking-in deadline. Nights in residence before the Thursday will be charged.

- 12.3.3. Undergraduates may ask permission to remain in residence over the Saturday and Sunday nights at the end of Hilary Term (but not of Michaelmas Term). Undergraduates with exams at the end of Trinity Term will be able to remain in residence until the day after their last exam. Undergraduates without prior permission for vacation residence are required to vacate their rooms by 10 a.m. on Saturday of 8th Week in each term.
- 12.3.4. Final Year undergraduates may request permission to retain rooms in the vacation. If granted, this will be done on a nine-month charge, as for graduates resident. If the room is needed for other purposes during part of a vacation, the member will be refunded for that period.
- 12.3.5. All other vacation residence, however short, requires explicit permission. Priority will be accorded to those sitting University Examinations, those with extended terms and those unable to return home due to Covid-19. Other valid reasons include a requirement to be in Oxford to research a dissertation or thesis. In special circumstances, vacation residence may be approved on compassionate grounds. 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. 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. Charges will be levied at the prevailing conference rate for any period of vacation residence for which permission has not been obtained.
- 12.3.6. Except as provided above, undergraduates 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 Bursar, by Friday of 5th Week.
- 12.3.7. Applications for residence during a period in the Long Vacation that is not contiguous with term should be made to the Bursar by the same date. They must be supported by evidence of an approved programme of work for the requested period in the form of a letter of appointment to a suitable employment, an assignment of a laboratory project, a thesis or extended essay to be prepared for a University examination, or a detailed programme of study. Permission for residence can only be given if there is space free after conference bookings have been made and no guarantee can be given about the use of any particular room.
- 12.3.8. Requests, in exceptional circumstances, for any variation in an approved period of vacation residence must be the subject of a renewed application.

12.3.9. Permission for vacation residence confers no right to retain term-time rooms, which may be required for other Hall purposes. In particular, with the exception of those sitting University examinations, undergraduates housed within the Hall will be required to vacate their rooms by 10 a.m. on Saturday of 8th Week in each term. Failure to do so may incur a fine.

12.3.10. Undergraduates cannot remain in residence when the Hall is closed, for instance at Christmas and Easter unless specific arrangements are agreed with the Bursar.

12.3.11. The Hall is closed to undergraduates during the long vacation. For undergraduates who may wish to use the Library during the long vacation, special permission is required from the Master. It will not readily be granted.

12.3.12. Storage limitations mean that storage is only available in the JCR cellar and Norham Gardens cupboard outside term-time. The following companies provide commercial storage facilities for hire in Oxford:

- Big Yellow Self Storage 01865 332500 <https://www.bigyellow.co.uk/store/oxford-self-storage/>
- AVM Storage 0800 833932 info@avm-storage-shipping.co.uk
- Barretts 01865 891406 www.barretts-storage.co.uk

12.4. Safety

Members are expected to behave in a responsible and considerate manner and to take reasonable care to avoid injury to themselves and to others, including members of staff. A member who contravenes safety regulations, or who carelessly or wilfully puts at risk the safety of any person may be subject to disciplinary action, as well the relevant criminal penalties.

12.5. Accidents and Emergencies

12.5.1. If any person is injured in an accident on Hall premises, or in case of any medical emergency, the Hall Office, or if the office is closed, a Junior Dean (07825 526661 or 07387 665274), Prior or Master must be informed immediately; if they are not contactable then the University Security Service should be informed (01865 289999). In case of minor injuries, first-aid may be administered using the store held in various places in the Hall. If the injury or medical condition is serious, the emergency services should be summoned immediately by dialling 999, giving clear instructions as to the precise location of the accident. The nearest Accident and Emergency Hospital is the John Radcliffe Hospital in Headington. Any member who is involved in or witnesses such an accident on Hall premises must record the circumstances as fully as possible in the Accident Book at the Hall Office as soon as possible.

12.5.2. Any junior member who suffers from a medical condition that may require emergency medical treatment is strongly advised to inform the Hall Doctor, Chaplain and the Senior Tutor when submitting a medical record form or at any subsequent stage.

12.5.3. The University provides online resources about a range of emergency support, including the University's Sexual Harassment and Violence Support Service, at <https://www.ox.ac.uk/students/welfare/emergency?wssl=1>

12.6. Fire safety

12.6.1. Members are required to familiarise themselves with the fire regulations posted in their room and to attend fire drills when they are in residence. They should be aware that fire officers will be inspecting the premises regularly. Students residing in rooms marked 'Fire Warden' should realise they carry special responsibilities when the alarm sounds. They should familiarise themselves with the instructions and make sure they are clear on what is needed.

12.6.2. Not only is it a criminal 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, but these are also actionable Hall offences.

12.6.3. It is an offence to prop open fire doors or to obstruct corridors and fire exits (for example, with a chair or items left in corridors such as waste-paper baskets).

12.6.4. Any malfunctioning alarms and emergency lights or damage to fire equipment must be reported to the Hall Office.

12.6.5. Smoking, vaping and the use of candles, fairy-lights, incense, joss sticks or naked flames in Hall rooms is prohibited. Smoking and vaping are permitted only in the designated smoking area in the Hall gardens.

12.6.6. It is an offence to store flammable or explosive substances in the Hall. Flammable waste materials should be disposed of immediately and Hall domestic staff informed.

12.6.7. Cooking is not permitted except by use of the limited equipment provided in the JCR and kitchenettes in 11 Norham Gardens. The use of microwaves, toasters, toasted sandwich-makers and similar devices, is not allowed in rooms. Kettles must be of the automatic switch-off type.

12.6.8. Barbeques are not permitted except by arrangement and with permission from the Master. It is an offence to possess barbeque equipment in Hall premises, whether inside or adjacent to a student residence. Members may apply to the Master to use the Hall barbeque equipment, such as that in the garden store.

12.6.9. The drying of clothes on top of electric heaters constitutes a fire hazard and is prohibited: members should use the laundry facilities provided.

12.7. Sports Safety

12.7.1. Members are required to familiarise themselves with the rules and safety regulations applying to any sports activities in which they participate. Organised sports and training activities must where appropriate be supervised by a qualified trainer or referee. No sports equipment may be introduced into the Hall other than the croquet set used in the garden or that which may be sanctioned from time to time by the Master.

12.7.2. Members of the Boat Club must obey the following rules (which are required by Christ Church) for obtaining access to a boathouse on the Island:

- They must be out of the Meadow by 2100 hrs when the gates will be locked.
- They must carry torches after dark.
- They must keep to the maintained pathways in the Meadows at all times and away from wooded areas and the river.
- They should always walk in groups when it is dark (early mornings and evenings).
- They must carry a mobile phone at all times.
- They must not attempt to exit the Meadow over locked gates or fences. If they find themselves locked in the Meadow at any time, then they should call Christ Church Porters' Lodge: 01865 276150.
- They must never access the boathouse alone: go with another rower or in a group.
- They should report any incident to one of the Junior Deans. They may also contact Christ Church Porters' Lodge for assistance in the event of an emergency (Tel 01865 276150) and the University Security Services.

12.8. Safety in Hall Buildings and Equipment

12.8.1. Climbing on the Hall's walls and roofs, ladders and scaffolding is prohibited. Access to any such areas is prohibited.

12.8.2. It is an offence to interfere with any tools, fixtures, equipment or materials that are the property of the Hall or its staff or contractors. Any malfunctioning equipment (including sports equipment, heating equipment, laundry equipment and computer equipment) should be withdrawn from use and reported to the Hall Office at the first opportunity.

12.8.3. Members should not enter areas of the Hall that have been cordoned off while building, maintenance or cleaning activities are taking place.

12.8.4. St Giles' and Norham Gardens are old houses. 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.

12.9. Electrical Appliances

Permission from the Bursar is required for the use of additional electric heaters. Members of the Hall who wish to use any mains-operated electric appliances in their rooms, other than those furnished by the Hall, should have these appliances correctly wired to an undamaged plug of the correct type for the socket-outlet (normally BS number 1363), the cable secured in the cable clamp and a fuse of the correct rating fitted. Members are responsible for the certification of any personal equipment brought into the Hall. All appliances must be available for testing by the Hall electrician. Appliances failing the safety check will not be allowed in Hall rooms. Other than the changing of light bulbs, alterations or attachments may be made to the electric or light fittings only by the Hall electrician. The use of electrical adaptors is forbidden: only trailing sockets may be used with the mains supply. Transformers may be used by those with specific equipment requiring this.

12.10. Firearms and other Offensive Weapons

Firearms, ammunition or other offensive weapons may not be introduced into Hall.

12.11. Meals in the Refectory

12.11.1. Serving times for meals are posted at the beginning of this handbook.

12.11.2. Meal times may be subject to variation. In exceptional circumstances, meals may be relocated if the Refectory is required for other purposes.

12.11.3. Grace is in Latin on Tuesday and Thursday evenings and at lunch on Sunday, as well as on Hall Guest Nights.

12.11.4. Members must book into meals via the St Benet's Hall meal app. Failure to turn up for a meal booked will incur a wastage charge.

12.11.5. No meals will be available when the Hall is closed at Easter and Christmas.

12.11.6. Hall Guest Nights are usually held once a term. Members wear gowns. These are occasions for the Master, Fellows and Students to invite, in particular but not exclusively, senior members of the University to share the life of the Hall for an evening. Members are encouraged to attend these dinners as they afford the opportunity for social interaction.

- 12.11.7. Custom has developed so that dress on Tuesday and Thursday evening and at Sunday lunch is regarded as formal: jacket and tie for men and smart separates or a dress for women. Jeans or denim trousers are not appropriate on a formal occasion. The Dean, Junior Dean or any Hall Officer, reserves the right to exclude any member inappropriately dressed without financial refund.
- 12.11.8. On all other occasions members are expected to be reasonably dressed. Each will have his or her own view as to what is 'reasonable' and 'Common Sense'. It is hoped that the Master should not be called upon to determine the limits.
- 12.11.9. All members are asked to arrive on time for the evening meals. Some will need to leave the Refectory early for particular reasons. Those who are late or leave early are asked to acknowledge the fact as they arrive or prepare to leave by gaining the nod of the Master or whosoever is presiding, as a courtesy to those at the table.
- 12.11.10. Coffee is usually available after lunch and dinner in the refectory, calefactory or garden for those who were at the meal. Assistance with clearing coffee cups and returning them to the Refectory is appreciated. During the Covid-19 pandemic, this may not be available.
- 12.12. The Calefactory, Solar, Blue room
- 12.12.1. The Calefactory in St Giles' and Solar in Norham Gardens are the formal common room for senior members and the monastic community. They are in effect that also for junior members, and, with permission, they may hold JCR meetings there.
- 12.12.2. There may be occasions when the Calefactory is needed by Senior Members for private conversations, meetings or indeed for tutorials. Such needs always take precedence.
- 12.12.3. Those playing the piano in the Calefactory or Blue Room should always have regard for those who may be in the room at the time, or working in the library, Griffith Room or living/working nearby. Music practice in the Blue Room is restricted on weekdays to 6pm to 11pm, and 9am to 11pm on weekends. If an event in the Griffith Room (or other nearby room) would result in a problem with sound transference, then the student will be informed.
- 12.12.4. Laptops, tablets and mobile devices may be used in the Calefactory and Solar, providing that they are silent, and that their use does not disturb others' enjoyment of the Calefactory or Solar, and remembering that the Calefactory and Solar are intended as social spaces and not as extensions of the libraries or the JCR.

12.12.5. Recognising that those in Norham Gardens do not have as easy access to the JCR in St Giles', the Solar in Norham Gardens remains the equivalent of the Calefactory from 7am to 7pm (ie during the day), but becomes an equivalent to the JCR from 7pm to 7am (ie evening and night), providing that it reverts back to being the Calefactory at 7am. This requires disciplined behaviour by all to ensure that the daily switch can be made and means that the chairs will need to be returned to their original positions, the room to be tidied and all food, eaten or uneaten, and drinks to be removed.

12.13. Communal Areas of the Hall and the Garden

12.13.1. All areas of the Hall must be kept clean and tidy by those who use them. It is especially important that staircases, baths, showers and lavatories are kept clean. Penalties may be imposed on anyone littering or unreasonably soiling common rooms and other communal spaces and gardens.

12.13.2. Groups in the garden at St Giles' need to bear in mind that noise carries easily into rooms on the upper floors of the house. At any of the times of the monastic office (see 2.4) no noise from the garden in St Giles' should be audible from the chapel and croquet should be restrained.

12.13.3. Croquet may be played by members of the Hall on the St Giles' lawn. Cricket, soccer, rugby and play/practice of other sports is better kept for areas such as the Parks.

12.14. Meetings, Parties and other Entertainments

A Junior Dean's permission must be obtained for any party gathering of more than ten persons (including the host) on Hall premises. In order to comply with the PREVENT regulation, the Bursar's permission must be obtained for any meeting on Hall premises of a group or society, irrespective of size. Detailed regulations are set out in Appendix V.

12.15. Noise, Music Hours, and Drama Rehearsals

12.15.1. Music can be an important part of personal life and this is true of Hall life, but excessive noise of whatever kind is anti-social and no occupant of a Hall room should have to suffer from an unreasonable disturbance. Residents should not be able to hear any noise from adjacent rooms after 11.30 pm. Music instruments and sound systems may be played in students' rooms provided that they are inaudible in neighbouring rooms. In similar vein, the playing of musical instruments, or other sound systems, in the open air or the conservatory at Norham Gardens can be intrusive and explicit permission is needed for this.

12.15.2. Permission needs to be sought from the Bursar before music or drama rehearsals or any similar activity is held in the garden.

12.16. Access to the Hall

- 12.16.1. All members are provided with proximity fobs on payment of a deposit to give access to the main door off St Giles', to the main doors for Norham Gardens and to the garden doors at both sites. The garden doors are automatically locked after dark, but proximity fobs give access at all times back into the Hall.
- 12.16.2. Anyone who loses a proximity fob must report its loss within 24 hours to the Hall Administrator or Bursar. Lending a fob and disclosing the personal code to someone else is an offence which compromises the security of the Hall and the community. If a fob is lost, there is a charge to cover the cost of a replacement. Not reporting a lost fob within 24 hours is liable to an additional fine.
- 12.16.3. Guests when permitted to enter Hall can do so up to 10.00 p.m. and should always be accompanied by a member of the Hall. All guests must depart by 11 p.m.

12.17. Bicycles, Motor Cars and Motor Cycles

- 12.17.1. Members who intend keeping a bicycle in Oxford, where the streets are very busy with traffic, are advised to acquaint themselves with the Highway Code. It contravenes the Highway Code (and is dangerous) to ride a bicycle on the pavement unless it is marked as a cycle path, as does riding a bicycle at night without lights.
- 12.17.2. Bicycles are not to be brought into the Hall but may be kept in the basement level stores outside the JCR under the pavement or in the bike racks in Norham Gardens. They must not be left attached to the railings during the vacation. The Hall accepts no responsibility for bicycles. Bicycles should have security registration labels and Hall tags obtainable from the Hall office.
- 12.17.3. Junior members are strongly advised against bringing motor cars and motor cycles into Oxford because of tight traffic restrictions, the scarcity of parking places and the high level of car crime. Registration numbers should be recorded with the Bursar. Junior members may not park vehicles at 11 Norham Gardens.

12.18. Leave of Absence: Exeat Book

- 12.18.1. The Hall is required by the University each term to give a certificate of residence for every graduate and undergraduate.
- 12.18.2. Undergraduates who wish to be absent from the Hall for any night in term-time should enter their names, and telephone numbers, in the Exeat Book outside the Hall Office.
- 12.18.3. The permission of the undergraduate's principal Director of Studies is required before an undergraduate may absent himself or herself from Oxford for more

than three consecutive nights. Graduates should obtain the permission of their supervisor and inform the Hall Office.

12.19. Computing Facilities

Regulations and information governing the use of computing facilities are in Appendix X and displayed in the IT Suite. Members must read these and agree to abide by them as a condition of use of computing facilities. Notification of any changes to these regulations will be communicated to members as they are made.

12.20. Photocopying and Copyright Law

12.20.1. It is the responsibility of all individual members of the Hall to ensure that photocopying by them is carried out within the terms of the Copyright Designs and Patent Act 1988.

12.20.2. 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.

12.20.3. While it is the responsibility of the individual to ensure that his or her photocopying is lawfully carried out, it is additionally the duty of the licensed institution (in this case the University of Oxford and the Hall itself) to ensure that all staff and students are kept properly informed. This Regulation constitutes information to members of the Hall for this purpose. Additional notices giving clarification to staff and students of their obligations under the Act appear beside each Hall photocopier. Where infringement is clearly observed to be occurring, the licensed institution may bring disciplinary charges against the individual, since the institution itself could be found to be in breach of the law.

12.21. Library

Regulations concerning the use of the Library and borrowing of books are posted in the Library and listed at Appendix VI.

12.22. Suspension of Studies

Undergraduates who have suspended their studies voluntarily with the permission of the Master and Education Committee will not ordinarily be permitted the use of Hall facilities including but not confined to the Library, the Refectory, Hall JCR, Computer Rooms, and Boathouse. All St Benet's proximity fobs should be handed in to the College Office before leaving Hall. Access to Hall to meet with Hall Officers or Tutors or for any other reason must be by prior arrangement with the Senior Tutor. Exceptions to this regulation will require the authorisation of the Senior Tutor. The conditions for return from suspension are outlined in the Hall's suspension policy.

13. Financial Information

13.1. Hall Bills ('Battels')

- 13.1.1. Sums due to the Hall by members for academic fees and accommodation and other charges are recorded on Hall bills, which are still called by the historic name 'Battels'. Battels are sent electronically to St Benet's email addresses at the beginning of each term. Final Battels are emailed after completion of, or withdrawal from, a course of studies. Overseas residents should call at the Office and arrange to settle any outstanding debts before leaving Oxford.
- 13.1.2. Battels must be paid by the Friday of First Week of each term. If for any reason a member is unable to pay by due date, they must make an appointment to see the Bursar to explain the reasons or submit the matter in writing immediately. Any person who fails to pay Battels by the due date is automatically fined £1 a day, unless they have given advance notice to the Master and obtained his or her express consent to late payment. Final Battels (at the end of your degree course) must be paid by 1 August, otherwise interest will be imposed in accordance with the Late Payment of Commercial Interest Act 1998.
- 13.1.3. Payment of Battels does not actually take place until funds authorised by a cheque or payment order are received in the Hall's bank account. Particularly when an overseas bank is involved, money can take several days or even weeks to arrive.
- 13.1.4. Where special circumstances warrant it, the Bursar may agree to a Battels payment schedule other than the standard termly one.
- 13.1.5. Please note that battels are subject to an annual increase for the duration of your course.

13.2. Course Fees

- 13.2.1. Course Fees are summarised on the University of Oxford web site (<http://www.ox.ac.uk/students/fees-funding/fees>).
- 13.2.2. All undergraduates and graduates are personally liable to pay Course fees.
- 13.2.3. A publicly funded undergraduate is a resident of the United Kingdom who has completed and submitted the necessary application form to the appropriate student funding body and has been assessed as eligible to receive financial assistance from public funds (see below). Each funding body has its own deadlines for submitting application forms and it is important that forms are submitted before these deadlines.
- 13.2.4. The test for deciding whether an undergraduate is eligible to receive financial assistance from public funds is based on "ordinary residence" not family income. Students who have been resident outside the United Kingdom but hold a British

or passport may not be deemed eligible. Please contact the Bursar in the Hall Office for advice or see the University's website.

- 13.2.5. All UK undergraduates are therefore strongly advised to make an application to the relevant funding body, irrespective of whether or not they expect to receive financial assistance or intend to take out a student loan, since the consequence of not making an application and failing to obtain a financial assessment will be to query their Fee Status.
- 13.2.6. Publicly funded undergraduates are personally liable for the Course fee. Home undergraduates may apply for a loan to meet this charge.
- 13.2.7. For details of how to apply for public funds undergraduates should consult the *Financial Guide for Undergraduate Students*. This is most easily available online, from the University's website. Publicly funded undergraduates must send one of the copies of their official financial assessment form to the Senior Tutor as soon as they receive it.
- 13.2.8. Course fees are charged annually in advance and must be paid in full by Friday of First Week of Michaelmas Term.
- 13.2.9. In cases where all, or part of a student's tuition fees are paid by a Student Finance Company or similar fee-paying body, the University will claim the fees due from the body concerned. However, the student is ultimately responsible for the payment of University and Hall fees, regardless of the amount of assistance they receive from funding bodies. Every offer of a place at the Hall is conditional on your accepting and discharging this obligation.
- 13.2.10. Publicly funded undergraduates should note that under University Statute it is the duty of the Bursar to notify any undergraduate who has not paid the University tuition fee in full by the due date that, in the event that fees due are not paid in full within four weeks of the due date, they 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.
- 13.2.11. Late payment of all or part of the Course fee can be requested by a student if, before the payment date, the Bursar has certified in writing that the undergraduate has applied for, and on the evidence presented is eligible for, a contribution towards the fee from the relevant Student Finance Company or equivalent funding body.
- 13.2.12. Requests for late payment of Course fees must be made in writing, before the payment date, to the Bursar. Requests will only be considered where serious and unforeseen financial deprivation or hardship arises through circumstances beyond the undergraduate's control.

13.2.13. The Hall has a small hardship fund for cases of unexpected financial difficulty. Application is made to the Master.

13.2.14. Please contact the Bursar in the Hall Office if you have any questions about Course fees.

13.3. Accommodation and Meal Charges

The annual Table of Charges for accommodation and meals is published separately and placed on the website (<http://www.st-benets.ox.ac.uk/Financial-Information>).

13.4. Electricity Charges

Electricity charges are included within room charges. All rooms are central heated. Personal additional heating is not allowed without specific permission from the Bursar.

13.5. Other Charges

Other miscellaneous items will also be charged to Battels.

13.6. Grants and Loans

Student maintenance loans are paid to the student upon confirmation of attendance by the University. Fee loans are paid to the University.

13.7. The Access to Learning Fund and Oxford Opportunity Bursaries for Undergraduates

For details of these funds undergraduates should consult the *Financial Guide for Undergraduate Students*.

13.8. Living Costs for Overseas Students

Attention is drawn to the University of Oxford Graduate Studies Prospectus where, under 'Fees, Expenses' there are details of costs that may be incurred. Details of costs in the current year are available on the website.

14. Joint Common Room (JCR)

14.1. The Hall has adopted a code of practice as follows for the regulation of its Joint Common Room (JCR) in conformity with Section 22 of the Education Act 1994 (see Appendix XIV to this Handbook). The Junior and Middle Common Rooms are combined to form a Joint Common Room. The JCR is an association open to all undergraduate and graduate members of the Hall. Its main objects are to promote the interests and welfare of its members to organise social activities for its members and to represent the interests of students to the Officers of the Hall.

14.2. There is a written constitution, elected officers and regular meetings. Membership of the JCR is automatically granted to all students who qualify for membership, provided that they have not exercised their right to opt out.

- 14.3. Membership is free, but participation in some social and other activities sponsored by the JCR may be conditional on payment of a subscription. This subscription will be charged in arrears on Battels unless specific instruction to the contrary is given. Withdrawal from membership will disqualify students from standing for office, voting at or attending meetings of the JCR but not from the use of facilities by the Hall.
- 14.4. The written constitution of the JCR contains 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 [Oxford SU]), and the handling of complaints. The implementation of these arrangements is supervised on behalf of the Master of the Hall by the Senior Treasurer.
- 14.5. The Hall provides certain social, recreational and welfare facilities for all its junior members, including the use of common rooms. It allows the JCR as an association to participate in the management and provision of these services and from time to time provides the JCR with funds to enable it to maintain these services on behalf of the Hall. The services provided by the Hall are available to all undergraduates or graduate students (as the case may be) on equal terms whether or not they are members of their respective association.
- 14.6. Complaints about the management of the JCR should in the first place be made to the President. If you are dissatisfied with the handling of any complaint it may be referred to the Senior Treasurer.
- 14.7. A copy of the constitution of the JCR may be inspected on application to the JCR Secretary.

15. Scholarships and Exhibitions

Undergraduates achieving Firsts or Distinctions in the First Public Examination or whose work is deemed to merit such acknowledgement will be rewarded by promotion to an Exhibition or Scholarship. These will normally provide a small cash prize, and confer the entitlement to wear a scholar's gown. Exhibitions and Scholarships are reviewed regularly and the status renewed if the undergraduate has worked to a high standard.

16. Prizes

The Master and Education Committee usually award a Collection prize each term to the junior members of the Hall who produce first class performances in written examinations, including Hall Collections.

17. Grants

- 17.1. The Hall occasionally has funds for grants either for research purposes or vacation travel. These will be well publicised.
- 17.2. The Master is able to assist with access to loans or grants from Government and Hall funds to assist junior members in unforeseen financial need. Those in need should provide the Master with a full account of their circumstances.

18. Degrees

- 18.1. Information about how to take a degree after qualifying can be obtained from the Senior Tutor.

19. Hall Chapel

- 19.1. Respect

The Hall Chapel serves as the equivalent of a Monastic Choir in a monastery. All members are asked to remember that it and the prayer life which takes place within it is central to the life of the Monks whose monastic life is based upon the daily round of prayer and presence in the Chapel, both for the Divine Office and the daily Eucharist.

- 19.2. The times of prayer are advertised and both members and visitors are welcome at all liturgies.
- 19.3. The Chaplain is happy to speak in confidence with any member of the Hall (regardless of religious affiliation) concerning any matter. As monk and priest the confidentiality is absolute regardless of circumstances by the seal of the confessional when he is acting as a priest and in the administration of the sacrament of reconciliation. In other respects he works under the welfare and confidentiality principles listed below.
- 19.4. The organ may be played outside service times with permission of the Chaplain.

20. Student Welfare

- 20.1. In addition to tutors, a number of Hall officers are available to see junior members to discuss problems and offer advice or help. These include the Chaplain, the Senior Tutor, the Tutor for Graduates and the Dean. Often the first port of call is the Junior Deans who are resident. In urgent cases, Hall officers will endeavour to see junior members at any time. The roles of the Hall officers are explained during the induction of new members. The Hall always has two Harassment Officers and their names are prominently displayed in the Hall.
- 20.2. The student body also elects a number of welfare representatives who are part of the Hall's welfare team.
- 20.3. Welfare and Confidentiality Principles

- 20.3.1. The Hall adheres to the statutory principles of privacy and respect for confidentiality, most recently defined in the Equality Act (2010), Human Rights Act 1998 and the Data Protection Act 2018. Accordingly, information given in confidence by a student to an adviser will not generally be disclosed to others.
- 20.3.2. 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 Master, Dean, Tutors, the Chaplain, and other Hall officers. Medical practitioners, clergy and counsellors (including those at the University Counselling Service) also have their own professional guidelines.
- 20.3.3. The Hall's duty of care for the welfare of all its members may make it necessary in certain circumstances for confidential information to be disclosed, but only to officers who need to know such information in order to exercise that care.
- 20.3.4. Advisers use professional discretion to assess what information needs to be shared, and with whom.
- 20.3.5. At the outset of any consultation by a student, an adviser will normally explain these principles and, if relevant, attempt to establish the extent of the confidentiality necessary in the particular case.
- 20.3.6. Whenever possible, consent to disclose any necessary information to other officers will be sought from a student. 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.
- 20.3.7. 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 student or others from harm. Examples include circumstances where this or another student 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.
- 20.3.8. In matters relating to the misuse of drugs and other banned substances, the Chaplain is available to talk in confidence to any member of the Hall. Disclosure will only be made in accordance with the exceptions outlined in these Principles. Confidentiality cannot be guaranteed if information concerning the misuse of drugs is disclosed to any other person.
- 20.3.9. Only in rare circumstances will families or nominated persons be contacted without the consent of a student (who would normally be informed that such contact had been made).

20.3.10. 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.

20.3.11. All parties must also respect privacy, including in e-mails and in dealings with the press.

20.3.12. Students, especially those living out, have a responsibility to inform the Hall of changes in their circumstances likely to have a substantial effect on their ability to work and/or welfare.

20.4. Medical

20.4.1. All members of the Hall on arrival in Oxford are required to register with the Hall Doctor (Dr Laurence Leaver) or with some other practitioner in the Oxford area. If any person intends to register with a practitioner other than the Hall Doctor, the Bursar must be informed. Overseas students who will be resident in the UK for a period in excess of six months are entitled to be treated under the NHS. However, the NHS 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.

20.4.2. The Hall Doctor, Dr Laurence Leaver, and the other surgery doctors have their surgery at the Jericho Health Centre, New Radcliffe House, Walton Street. Surgery hours are 8.30 a.m. to late morning and afternoons up to 6.00 pm (Thursdays 8:30pm). Appointments should normally be made by telephone: Oxford 01865 311234 or online: <http://www.leaverandpartnersjericho.nhs.uk/>.

20.4.3. On registering with the Hall Doctor or a doctor of their choice, new members of the Hall are required to complete Registration Form (GMS1) and the Medical Record form (if necessary with the help of their own doctor) and hand it to their new doctor, if possible, before the beginning of term.

20.4.4. Medical cards must be given to the new doctor when registering.

20.5. The Hall Dentist

The recommended dental practice is Studental (<https://www.studental.co.uk/>) in Headington (tel 01865 689997, Monday to Friday 8.00 am – 6.00 pm). If you are entitled to exemption from NHS charges it is mandatory that you be in possession of an exemption certificate before attending for treatment. The exemption forms, AG1/AG2 may be obtained from any Post Office, or from the practice. It would be sensible to obtain certification well in advance, otherwise the appropriate NHS fee will be charged. You will also need to give details of your GP and any medication you are currently taking. You can also call NHS DIRECT (24 hr service on 111) for pain relief advice.

20.6. University Counselling Service

20.6.1. The University Counselling Service is located at 3 Worcester Street (email: counselling@admin.ox.ac.uk, tel: 01865 270300). You may email, telephone or visit to arrange an appointment to see a counsellor. In addition, a number of students have been trained by the University Counselling Service to offer peer support. This training mainly involves basic listening and questioning skills, awareness of the kinds of problems students might face and knowing when and how to refer them to someone more qualified to help. All conversations with them are confidential.

20.6.2. The University's website on Student Health and Welfare (<https://www.ox.ac.uk/students/welfare?wssl=1>) provides access to a wide range of health and welfare activities including advice about:

- Abuse
- Anxiety and panic
- Bereavement and loss
- Coming to Britain to Study
- Dentists and Opticians
- Eating Disorders
- Financial Hardship
- First Aid
- Foreign Travel
- Harassment
- Insomnia
- Mature Students
- Meningitis
- Mental Health Policy
- Nightline (a listening and information service run by students for students, which has many useful links)
- Occupational Health Service
- Overseas Students
- Peer support training programme
- Relaxation
- Samaritans and other free advisory services in Oxford
- Sexual harassment and Violence Support Service
- Sexual Health

21. **Students with Disabilities**

21.1. The Hall's Disability Contact is the Senior Tutor. St Benet's is committed to providing equality of opportunity for students with disabilities so far as the limitations of the building allow. Disabilities can include conditions such as dyslexia and mental health problems as well as mobility or sensory impairments.

- 21.2. In a practical way, the Hall helps with general welfare support; access relating to the facilities which it provides, including accommodation and dietary needs; and official requests for special examination arrangements. St Benet's works in partnership with Departments and Faculties, the University Equality and Diversity Unit (www.admin.ox.ac.uk/eop/disab), the Disability Advisory Service (www.ox.ac.uk/students/shw/das) and with individual students themselves.
- 21.3. Students are responsible for explaining their needs, applying for funding, using any support provided appropriately and communicating any changes in their circumstances. It is not essential to disclose a disability but early disclosure will help the Hall to make the adjustments necessary to help students with disabilities to study effectively.
- 21.4. In cases where a disability was declared through the application process both the Hall and University will write to new students before they come up. Students with a disability who have not received these letters should notify the Hall Office.

22. PREVENT DUTY

- 22.1. The Counter-Terrorism and Security Act 2015 requires higher education establishments, including St Benet's Hall, to assess the risks of people being drawn into terrorism and to ensure they have plans in place for mitigating these risks.
- 22.2. The Master has prime responsibility for compliance with the duty to prevent people from St Benet's Hall from being drawn into terrorism.
- 22.3. In accordance with the University's policies and procedures, the Master will discuss, where necessary, relevant information about vulnerable students with the University's Director of Student Welfare and Support Services, and about vulnerable staff members with the University's Director of Human Resources. If necessary, the Master will then contact the Academic Registrar of the University.
- 22.4. If students or staff are concerned that a person from St Benet's Hall is being drawn into radicalisation or terrorism, they should contact the Master in the first instance.
- 22.5. Students wishing to book an external speaker or to use Hall rooms for an external speaker or meeting should seek approval from the Dean, who has delegated day to day responsibility to the Bursar.

23. APPENDIX I: HALL OFFICERS, FELLOWS, & LECTURERS

Senior members

Hall officers and staff

Master	Professor Richard Cooper, MA, DPhil Oxf
Prior and Chaplain	The Very Revd Oswald McBride OSB, MA Oxf, BSc, MB, ChB (Edin)
Senior Tutor	Bernard Gowers BA (Man), MSt, DPhil Oxf
Tutor for Graduates	Professor Pieter François (Associate Professor in Cultural Evolution), BA MA (Ghent), PhD (London), FRHistS, AFHEA
Tutor for Admissions	The Senior Tutor
Bursar	Grahame Smith FCCA , BA (Open) MA (Kings College London)
Fellow-Trustee	Mary Marshall, MA, DPhil Oxf
Presiding Fellow	Fra' John Eidinow, MA Oxf, DipLaw (City), Barrister (Middle Temple)
Dean	Professor Frances Reynolds, BA, PhD (Birmingham)
Junior Deans	Ayushi Agarwal, LLB, BA (National Law School of India University), BCL (Oxf) Samuel Bailey LLB (West Indies, Mona), BCL (Oxf)
Dean of Degrees	George Bitsakakis, MA Oxf, BA, MSc (Athens), MA (Michigan-Ann Arbor), MSc, PhD (LSE)
Fellow Librarian	Yvonne Cornish, MA, DPhil Oxf
Librarian	Marjory Szurko, BA (Man), Dip. Lib (Man Met), MRes (UCL)
Prevent Officer	The Master
Welfare Officer and Harassment Adviser	Professor Susan Doran, BA Oxf, PhD (London), FRHistS, Hon FHA
Welfare Officer and Harassment Adviser	Nicholas Waghorn, MA Oxf, PhD (R'dg)
Director of Development	Andrew Thomas, BA (Kent), MBA (Westm)
Head of Administration and Conferences	Natalie Garbett, BA (AUB)
Alumni Relations Officer and PA to the Master	Christine Gahan, BA (Ang Rus)
Maintenance and Housekeeping Manager	Jason Bean

Honorary fellows

ⁱLord Hennessy of Nympsfield, MA, PhD (Cantab), FBA, FRHistS (2008—)

ⁱⁱProfessor Werner G Jeanrond, Staatsexamen (Saarbrücken), MA (Dublin), MA Oxf, PhD (Chicago) (2015-)

ⁱⁱⁱSir Anthony Kenny, STL (Rome), MA, DPhil (Oxon), DLitt (Oxon), DCL, FBA (1974-)

^{iv}Professor Henry Mayr-Harting, MA, DPhil, DD Oxf, FBA (2008—)

^vThe Reverend J. Felix Stephens OSB, MA Oxf (2019-)

^{vi}Professor Peter Tufano, AB, MBA, PhD (Harvard) (2020 -)

^{vii}Very Rev Henry Wansbrough OSB, MA Oxf, STL (Fribourg), LSS (Rome) (2007—)

ⁱProfessor of Contemporary History, Queen Mary and Westfield College, University of London (1992-2000); Gresham Professor of Rhetoric (1994-7); Attlee Professor of Contemporary British History, QMUL (2001-)

ⁱⁱMaster of St Benet's Hall, University of Oxford (2012-2018); Professor of Divinity (1640 Chair), University of Glasgow (2008-12); Professor of Systematic Theology (Dogmatics), University of Oslo (2018-)

ⁱⁱⁱFellow (1964-78) and Master (1978-1989) of Balliol College; Professor of Philosophy, University of Oxford (1989-1999); Warden of Rhodes House and Fellow of St John's College (1989-1999); Pro-Vice-Chancellor (1984-2001), President, British Academy (1989-1993)

^{iv}Fellow of St Peter's College (1968-97); Slade Professor of Fine Art (1987-8); Regius Professor of Ecclesiastical History and Lay Canon of Christ Church (1997-2003); Corresponding Member, Austrian Academy of Sciences (2001-)

^vMaster of St Benet's Hall (2007-12)

^{vi}Peter Moores Dean and Professor of Finance, Saïd Business School, and Professorial Fellow, Balliol College, University of Oxford (2011-),

^{vii}Master of St Benet's Hall (1990—2004); Titular Cathedral Prior of Norwich (2004—2009); Titular Cathedral Prior of Durham (2009—); Pontifical Biblical Commission (1997-2007); Magister Scholarum of the English Benedictine Congregation (2001-); Alexander Jones Professor of Biblical Studies, Liverpool Hope University (2011—)

Fellows

George Bitsakakis, MA Oxf, BA, MSc (Athens), MA (Michigan-Ann Arbor), MSc, PhD (LSE)
Fellow and Tutor in Economics, Director of Studies in Economics (2015—), Dean of Degrees

Yvonne Cornish, MA, DPhil Oxf
Official Fellow and Fellow Librarian (2010—),

Professor Susan Doran, BA Oxf, PhD (London), FRHistS, Hon FHA
Senior Research Fellow in History (2007—), Welfare Officer and Harassment Adviser

Fra' John Eidinow, MA Oxf, DipLaw (City), Barrister (Middle Temple)
Fellow and Tutor in Classics, Director of Studies in Classics (2004—), Presiding Fellow, Senior Treasurer of the Boat Club

Professor Pieter François (Associate Professor in Cultural Evolution), BA MA (Ghent), PhD (London), FRHistS, AFHEA
Fellow in Anthropology (2014—); Tutor for Graduates; Director of Studies in Human Sciences, IT Fellow; Deputy Director of the Centre for the Study of Social Cohesion, Department of Anthropology

Bernard Gowers, BA (Manc), MSt, DPhil Oxf
Senior Tutor, Tutor for Admissions (2019-)

Nadia Jamil, MA (Edinburgh), DPhil Oxf
Fellow in Oriental Studies (2021-); Lecturer in Arabic (2014—); Senior Instructor in Classical and Modern Standard Arabic in the Faculty of Oriental Studies

Mary Marshall, MA, DPhil Oxf
Fellow and Tutor in Theology, Director of Studies in Theology (2012—), Fellow-Trustee, Senior Treasurer of the Joint Common Room; Director of Undergraduate Studies and Outreach in the Faculty of Theology and Religion

Professor Trevor Mutton (Associate Professor in Education)
Fellow in Education (2021—);

The Very Revd Oswald McBride OSB, BSc MB ChB Edin, MA Oxf
Chaplain and Prior

Professor Frances Reynolds, BA, PhD (Birmingham)
Fellow and Tutor in Oriental Studies, Director of Studies in Oriental Studies (2007-); Dean; Shillito Fellow in Assyriology in the Faculty of Oriental Studies

Grahame Smith FCCA, BA (Open) MA (King's College London)
Bursar (2020—)

Joseph Shaw, MA, DPhil Oxf
Senior Research Fellow in Philosophy (2000—)

Nicholas Waghorn, MA Oxf, PhD (Reading)
Fellow and Tutor in Philosophy, Director of Studies in Philosophy, PPE Coordinator (2013—),
Welfare Officer and Harassment Adviser, Senior Member of the Drama Society

Edmund Wareham, MA, DPhil Oxf
Fellow and Tutor in History (2021—); Departmental Lecturer in Early Modern European Social
and Culture History, Faculty of History

Fellows Emeritus

Santha Bhattacharji, MA Oxf, PhD Bristol (2019-)

Brian Klug, BA, MA (London), PhD (Chicago) (2021-)

Stephen Rumford, BSc Imperial College London (2020-)

Lecturers

Rowena E. Archer, BA (Bristol), MA DPhil (Oxf), FRHistS
Lecturer in Medieval History (2014—)

Alexander Barker, MA (Oxf)
Lecturer in Politics (2013—)

Marina Bazzani, Laurea (Genova), MA (Catholic University of America), DPhil Oxf
Research Lecturer in Classics (2007—); Lector in Latin and Greek Languages in the Faculty of
Classics

Emine Çakir, BA (Hacettepe), MA (Bilkent), PhD (Çukurova)
Lecturer in Turkish (2018 –) Instructor in Turkish in the Faculty of Oriental Studies

Anna Chrysostomides, BA (University of Mary Washington), MA (Temple), MPhil, DPhil (Oxf)
Lecturer in Islamic Studies (2020 —)

Leif Dixon, BA (Sussex), DPhil (Oxf)
Lecturer in History (2014—)

Guus Eelink, BA (Amsterdam), MSc (Amsterdam), MSt, DPhil (Oxf)
Lecturer in Ancient Philosophy (2019—)

Simeon Goldstraw, BA (Cardiff), MSC (London School of Economics)
Lecturer in Politics (2021—)

Hannah Mitchell, BA, MPhil (Sydney), PhD (St Andrews)
Stipendiary Lecturer in Ancient History (2018 –)

Louise Nelstrop, BD (London), PGCE, MA (Bristol), PhD (Birmingham),

Lecturer in Theology (2014—)

Yuuki Ohta, BA (Virginia), BPhil, DPhil (Oxf)
Lecturer in Philosophy (2019—)

Amanda Palmer, MA (Oxf), PhD (Warwick)
Lecturer in Human Sciences (2019—)

Cornelia van der Poll, BA (Stellenbosch), MPhil, PhD (Cantab)
Stipendiary Lecturer in Ancient Greek (2006—)

Visiting Research Fellows

Professor, the Lord Alderdice, FRCPsych
Visiting Research Fellow (2019 –)

Krish Raval OBE
Visiting Research Fellow in Leadership Development (2018 –)

Rev Charlotte Bannister-Parker
Visiting Research Fellow (2018 –)

Rabbi Shoshana Boyd Gelfand
Visiting Research Fellow (2020 –)

Dr Tamra Wright
Visiting Research Fellow (2020 –)

Research associates

Natalie Garbett, BA (AUB)
Research Associate in Costume History (2018 –);

Eva Grosman MA, CIPR
Research Associate in International Relations (2018 –); Chairman of the Centre for Democracy and Peace Building, Belfast, Director, Centre for the Resolution of Intractable Conflict.

Mary Johnson-Louis BA (Pennsylvania), MPhil, DPhil (Oxf)
Senior Research Fellow, Saïd Business School, University of Oxford

Maximilian Lau MA (St Andrews), MSt, DPhil (Oxf)
Research Associate in History (2018 –); Adjutant Assistant Professor of Medieval History, Hitotsubashi University, Tokyo

Calum Miller BA BM BCh (Oxon), MA
Research Associate in Philosophy and Ethics (2018 –)

Richard Morris MA PhD (Camb)
Research Associate in History (2019 –)

Thomas Moynihan MA DPhil (Oxf)
Research Associate in History (2020 –)

Lucy Rayfield BA MSt DPhil (Oxf)
Research Associate in the French Renaissance (2019 –)

John Sfakianakis BSc (LSE), MA (SOAS), PhD (London/Harvard)
Research Associate in Economics (2021 –)

Tracey Sowerby BA MSt DPhil (Oxf)
Research Associate in Early Modern History (2021 –)

Marjory Szurko, BA (Man), Dip. Lib (Man Met), MRes (UCL)
Research Associate in History (2021 –)

Barbara Tramelli BA (Milan), MA (Warburg Institute), PhD (Freie Universität, Berlin)
Research Associate in History of Art and Science (2018 –)

The Joint Common Room

President: Dominic Enright
Treasurer: Julian Danker
Secretary: Will Neill
Welfare officers: Margherita Calice & Rory Kunz
Social secretaries: Joe Sharp & Riya Sharma
Women's officer: Hetty Richards
Access officer: Lara Rose
Ethnic Minorities officer: Ishwa Salim
LGBTQ+ officer: Natasha Tan
Food and Housing rep: George Weir
Sports secretary: Cassian McDonald
Interfaith and Social Media rep: Hudaa Bax
Education rep: Ksawery Danilowicz

The Boat Club

President	Jake Liebers
Captain of Boats (men)	Tbc
Captain of Boats (women)	Amina Lounas
Captain of Coxes	Fintan Simmons
Coach	Tbc
Senior Treasurer	Fra' John Eidinow

24. APPENDIX II: ST BENET'S HALL BYLAW –

ACADEMIC DISCIPLINE

1. Basic Requirements

Undergraduates must:

- 1.1. all attend tutorials and classes punctually;
- 1.2. complete the work set to a standard that is commensurate with their ability and by the deadlines that their tutors prescribe;
- 1.3. sit such collections as their tutors prescribe, and achieve in them a standard that is commensurate with their ability.
- 1.4. remain in timely communication with Hall staff, tutors, and their faculties about their academic responsibilities.

2. Tutors

For the purposes of the Bylaw on Discipline, a tutor is defined as someone who has filed an academic report on an undergraduate's work, or will do so in the current academic year, or has acted as Director of Studies for the undergraduate.

3. Disciplinary Offences

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 in this Bylaw shall apply.

4. Monetary Fine

- 4.1. If an undergraduate fails to sit the collections specified by his or her tutors at the appointed time, without obtaining the prior permission of the Senior Tutor, a fine of £20 shall be levied for each collection paper missed. Any such fine will be without prejudice to the imposition of other academic penalties as well, should the undergraduates's Director of Studies think fit and the Master agree.
- 4.2. A second offence of missing collections in any subsequent term will automatically incur not only the fine, but at the minimum an academic warning, as defined below.
- 4.3. Collections are formal occasions at which gowns are worn. Failure to wear a gown attracts a fine of £5 per collection.

5. Warning

- 5.1. If in the opinion of any of his or her tutors an undergraduate is in breach of any of the academic obligations under paragraph 1 above, his or her Director of Studies will normally in the first instance remind him or her **informally** of these obligations.

- 5.2. Should the breach be in the opinion of the Director of Studies serious or persistent, the Director of Studies and/or Senior Tutor shall specify the shortcomings in writing and issue a **formal written warning**. This results in the student being placed '**on report**' which is communicated to the student's tutors. They will communicate any lapse on the part of the student immediately to the Senior Tutor. At this stage the Senior Tutor shall also ensure that the undergraduate is familiar with the text of this Bylaw.
- 5.3. Failure to rectify the shortcomings will result in the invoking of **probation**, the breach of whose terms could, after subsequent reference to the Academic Review Committee, lead to severe penalties including expulsion from the Hall.
- 5.4. The Director of Studies' and/or Senior Tutor's 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 will ensure that the undergraduate understands what is required of him or her and the implications of failure to comply. The undergraduate will be given the opportunity to put his or her case and to draw attention to any mitigating circumstances that may apply.
- 5.5. If the Senior Tutor is an interested party in the matters relating to the undergraduate or is otherwise unable to act, the Education Committee shall nominate another Fellow to act in his or her place. Throughout this Bylaw, references to the Senior Tutor shall include any such nominee.
6. **Probation**
- 6.1. If within reasonable time of the written warning the undergraduate fails to respond by meeting in full his or her academic obligations, the Director of Studies and/or Senior Tutor will recommend a period of probation normally of not less than eight weeks, at least five of the weeks being in Full Term. The Senior Tutor and/or Director of Studies will propose the duration and conditions of probation in writing and will seek the undergraduate's agreement to them. If the undergraduate does not respond to this communication in a timely and satisfactory fashion, then the duration and conditions of probation may be imposed.
- 6.2. When the duration and conditions of probation are settled, the Senior Tutor will confirm this in writing to both the Director of Studies and the undergraduate and will report the probation to the Education Committee. They will send a copy of this Bylaw to undergraduate and will draw attention to the possible consequences of failure to satisfy the terms of probation.
- 6.3. 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 Committee under the provisions below. The Academic Review Committee's decision will be reported to the Education Committee.

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

7. Review of Probation

- 7.1. At the end of the stated period of probation or sooner at the determination of the Director of Studies and/or Senior Tutor, the Director of Studies and/or Senior Tutor shall report in writing to the Senior Tutor, with a copy to the undergraduate, stating whether the terms of probation have been satisfied.
- 7.2. If all the terms of probation have been satisfied, the Senior Tutor will inform the undergraduate in writing that probation has been purged and report accordingly to the Education Committee.
- 7.3. If the Director of Studies and/or Senior Tutor reports that any probationary terms have been breached, one (but not normally more than one) extension of probation may be proposed, under the same terms as before or subject to different conditions. The Director of Studies and/or Senior Tutor is not obliged in any case to seek an extension of probation and a breach of the probationary terms may lead directly to a reference to the Academic Review Committee (see below). The Senior Tutor will seek the undergraduate's agreement to the extension of probation and its conditions, observing in every respect the provisions of paragraphs above. If the undergraduate does not respond to this communication in a timely and satisfactory fashion, then the probation and its conditions may still be extended.

8. Referral to the Academic Review Committee

- 8.1. The Academic Review Committee ("the Review Committee") shall (except as otherwise provided below) consist of a Chairman and two other persons appointed by the Master at the beginning of each academic year from among the fellows and lecturers of the Hall. At least one member of the Review Committee shall be a fellow of the Hall and one member (who may be the same person) shall be a Tutor or Lecturer of the Hall. The Senior Tutor shall not be a member. The undergraduate's tutors and any other interested persons shall (if otherwise members of the Review Committee) be replaced by other persons appointed by the Master. The replacement members so appointed shall ordinarily be fellows or lecturers of the Hall but may (if evident necessity so requires) be members of the Congregation of the University who are not fellows or lecturers of the Hall. The members of the Review Committee thus constituted will appoint one among their number to take the chair. The Review Committee may regulate its proceedings as it sees fit including (without limitation) setting time limits on the evidence to be called and the representations to be made by either the undergraduate or the relevant Director(s) 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.

- 8.2. Imposition or extension of probation. If the undergraduate requests referral of the imposition or extension of probation or its conditions to the Review Committee, the Senior Tutor will send its Chairman copies of the Director of Studies' and/or Senior Tutor's specification of shortcomings and written warning (and, in the case of a proposed extension to probation, the Director of Studies' report on probation and his or her recommendations as to its extension) and his or her proposals for the duration and conditions of probation or its extension and any representations previously made by the undergraduate. The undergraduate shall state in writing his or her objections to the proposals, and the Director of Studies or Senior Tutor shall be invited to respond, a copy of any such response being sent to the undergraduate. The Review Committee shall meet to consider the case and may ask the undergraduate and the Director of Studies or Senior Tutor to attend the meeting and interview them. The undergraduate may attend at his or her own request but if the undergraduate does not attend, and/or does not make a written submission, the Review Committee may proceed in his or her absence. The Review Committee shall have the power to accept or reject or amend as it sees fit the proposals relating to probation or its extension. The adjudication of the Review Committee shall be communicated in writing to the Senior Tutor, the Director of Studies and to the undergraduate and shall be final. The Senior Tutor will bring the matter before the Education Committee where the decision will be minuted.

9. Hearings Concerning a Breach of Probation

- 9.1. Except as provided for by extension of probation the Senior Tutor shall send to the Chairman of the Review Committee a written statement ("the Statement of Case") setting out the conditions of probation, the report of the Director of Studies or Senior Tutor, any correspondence with the undergraduate in relation to the probation and any warning leading to the probation, and any other information which the Senior Tutor deems relevant, including his or her recommendations as to penalty.
- 9.2. The Statement of Case and this Bylaw shall be copied to the undergraduate.
- 9.3. The Chairman of the Review Committee shall call a meeting of the Committee, giving the undergraduate at least five days' notice (not including Saturday and Sunday) unless the undergraduate agrees to shorter notice being given. The undergraduate shall be told in writing the time of the meeting and that they may submit written material up to 48 hours before the Review Committee meets.
- 9.4. Without prejudice to the Review Committee's right to regulate its own proceedings, the following procedure shall normally be adopted. The undergraduate and the Director of Studies or Senior Tutor shall attend the meeting and may be interviewed by the Review Committee provided that if the undergraduate fails or refuses to attend the Review Committee may proceed in his or her absence. The undergraduate may be accompanied by a member of the University or OUSU Sabbatical officer as an advisor. The Director of

Studies or Senior Tutor shall explain the undergraduate's breach of the conditions of probation. The undergraduate shall be given an opportunity to respond.

- 9.5. The Review Committee shall then decide whether the undergraduate has breached the terms of probation. If it is determined that the undergraduate has breached the terms of his or her probation, the Chairman of the Review Committee shall inform him or her of this fact and of the Senior Tutor's recommendation as to penalty and invite the undergraduate to make a plea in mitigation. The Review Committee shall then consider the appropriate penalty. The penalty may include: banning, suspension or expulsion from the Hall. The Review Committee may attach such conditions as it sees fit to any penalty. The undergraduate shall be told in writing of the Review Committee's decision and its reasons. They shall also be advised of his or her right of appeal to the Academic Appeals Committee.
- 9.6. The Chairman of the Review Committee shall at once report the Review Committee's decision to the Master, the undergraduate's Director of Studies, and the Senior Tutor who shall report it to the Education Committee and shall inform (a) the Proctors (if appropriate) and (b) any Hall staff affected by the decision. The full communication to the undergraduate shall not normally be circulated, but shall be held in the Senior Tutor's office. In the event of any appeal, it shall be available to members of the Academic Appeals Committee.
- 9.7. The terms "ban", "suspend" and "expel" shall bear the meanings given to them in Part A of Statute XI of the University's Statutes and Regulations (substituting "the Hall" for "the University" in such definitions).
- 9.8. If the undergraduate is alleged to have committed any disciplinary offences as well as breaches of probationary conditions, the Senior Tutor may require, in the interests of dealing fairly and expeditiously with the matters concerning the undergraduate, that the matters should be referred solely to the Disciplinary Committee. The Disciplinary Committee in such a case shall include at least one Director of Studies. The Disciplinary Committee 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 Committee for the purposes of this Bylaw.
10. Appeal
- 10.1. The Academic Appeals Committee ("the Appeals Committee") shall normally consist of the Master (or his or her nominee) who shall ordinarily chair the Appeals Committee and two other members appointed by the Master at the beginning of each academic year from among the fellows and lecturers of the Hall. Members of the Review Committee shall not be members of the Appeals Committee. The undergraduate's tutors and any other interested persons shall (if otherwise members of the Committee) be replaced by other persons appointed by the Master. The replacement members so appointed shall ordinarily be fellows or lecturers of the Hall but may (if evident necessity so requires) be

members of the Congregation of the University who are not fellows or lecturers of the Hall. In the absence of the Master or his or her nominee the members of the Appeals Committee thus constituted shall appoint one among their number to take the chair. The Appeals Committee may regulate its proceedings as it sees fit. The Master's nominee may be any member of the Congregation of the University whether or not they are also a fellow or Director of Studies of the Hall.

- 10.2. Any appeal must be made in writing to the Chairman of the Appeals Committee within five days (not including Saturday and Sunday) of the communication of the Review Committee's decision to the undergraduate, stating the basis of the appeal.
- 10.3. The undergraduate may appeal on the following basis:
 - errors in the Review Committee's findings (which must be specified by the junior member);
 - the disproportionality of the penalty to the gravity of the breach of academic obligations.
- 10.4. The undergraduate is not entitled to bring an appeal which challenges the academic judgment of the Review Committee.
- 10.5. The Chairman of the Appeals Committee shall copy the undergraduate's appeal to the Senior Tutor who shall respond in writing to the Chairman of the Appeals Committee within five days (not including Saturday or Sunday). The Chairman of the Appeals Committee shall then copy that response to the undergraduate.
- 10.6. The Chairman of the Academic Appeals Committee shall call a meeting of the Appeals Committee 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. The undergraduate shall be told in writing of the time of the meeting.
- 10.7. Without prejudice to the Academic Appeals Committee's right to regulate its proceedings, the following procedure shall normally be adopted. The Academic Appeals Committee shall consider the undergraduate's basis of appeal and the response of the Senior Tutor. The undergraduate may attend the meeting with a chosen adviser make oral representations. If the undergraduate elects to attend, the Senior Tutor may also attend (and may bring an adviser). The Appeals Committee may in any case require the presence of the junior member, the Senior Tutor, and the Director of Studies and may interview them; in the event that the undergraduate or the Senior Tutor or the Director of Studies fails or refuses to attend the Appeals Committee may proceed in their absence.
- 10.8. The Appeals Committee has power to confirm or amend the decision of the Review Committee. The Appeals Committee may attach such conditions as it sees fit to any penalty. The undergraduate shall be told of the Appeals Committee's decision and its

reasons shall be given in writing. The decision is to be recorded in the minutes of the Education Committee.

- 10.9. The decision of the Appeals Committee shall be final in the Hall although the undergraduate shall have the right to appeal the decision of the Appeals Committee to the Conference of Colleges' Appeals Tribunal. If an undergraduate wishes to bring such an appeal, they shall file a written application with the secretariat of the Conference of Halls within five days of the date of the decision appealed against. The application shall include:
 - 10.10. a copy of the decision being challenged
 - 10.11. a brief statement of the facts and arguments of law on which the application is based
 - 10.12. the undergraduate's request for relief
 - 10.13. 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
 - 10.14. the undergraduate's address
11. If the Conference of Colleges Appeals Tribunal upholds the Hall's decision, the undergraduate may appeal to the Office of the Independent Adjudicator for Higher Education (see www.oiahe.org.uk for further information). Application forms and guidance notes are available from the Academic Office.
 - 11.1. Where the provisions 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 a Disciplinary Appeals Committee. That Appeals Committee shall, with regard to any matter of academic discipline, be treated as the Academic Appeals Committee for the purposes of this Bylaw.
 - 11.2. The Chairman of the Appeals Committee shall at once report the Appeals Committee's decision to the Senior Tutor who shall report it to the Education Committee, and shall inform (a) the Proctors (if appropriate) and (b) any Hall staff affected by the decision. The full communication to the undergraduate shall not normally be circulated, but shall be held in the Senior Tutor's office.
12. Standard and Burden of Proof

At any hearing of the Academic Review Committee or the Appeals Committee the standard of proof shall be the balance of probabilities and the burden of proof shall be upon the person bringing the charge or making the appeal as the case may be.
13. Notice
 - 13.1. During Full Term, any document that this Part of the Bylaw requires to be sent to a junior member shall be left for him or her in his or her pigeon-hole in the Hall and notification

thereof shall also forthwith be sent by electronic mail to his or her University electronic mail address.

- 13.2. Out of Full Term any document that this Part of the Bylaw requires to be sent to a junior member shall be sent by first class letter post to the home address last recorded by the Senior Tutor and notification thereof shall also forthwith be sent by electronic mail to his or her University electronic mail address. If the junior member is resident in Oxford, then the provisions of paragraph II.12.1 above shall apply notwithstanding that it may not be Full Term.
- 13.3. During Full Term, any document that this Bylaw requires to be sent by a junior member shall be given by hand to the Senior Tutor or the Bursar for onward transmission to the person to whom the document is required to be given ("the relevant person").
- 13.4. Out of Full Term, any document that this Bylaw requires to be sent by a junior member may either (a) be given by hand to the Senior Tutor or the Bursar for onward transmission to the relevant person or (b) may be sent to the Senior Tutor by first class letter post, the envelope being marked "ACADEMIC DISCIPLINE: URGENT" and notification thereof shall also forthwith be sent by electronic mail to the Senior Tutor's University electronic mail address.
- 13.5. During Full Term or if the junior member is resident in Oxford any document that this Part of the Bylaw requires to be sent to a junior member shall be deemed to have been duly received 24 hours after it has been left in his or her pigeon-hole. Out of Full Term if the junior member is not resident in Oxford any document that this Part of the Bylaw requires to be sent to a junior member shall be deemed to have been duly received 72 hours after posting.
- 13.6. During Full Term, any document that this Bylaw requires to be sent by a junior member shall be deemed to have been duly received when it is handed to the Senior Tutor or Bursar. Out of Full Term, any document that this Bylaw requires to be sent by a junior member shall be deemed to have been duly received when it is handed to the Senior Tutor or Bursar if it is dealt with under paragraph II.12.4(a) or 72 hours after posting if dealt with under paragraph II.12.4(b).
- 13.7. In the event that posting of a document is in issue, it shall be for the person who claims to have posted it to prove that it was posted.
14. By-law on failure in the First Public Examination (FPE)
 - 14.1. Explanatory note: A student who fails Prelims or Mods may be allowed to re-sit one or more papers, depending on the appropriate Faculty regulations. If they fail the resit, they are sent down. However, in exceptional circumstances (such as illness or accident), they may appeal to the Hall to be allowed to attempt the FPE a third time. If the Hall grants the appeal, it can then petition the University on their behalf for a third attempt, which is only very rarely granted. The Bylaw below sets out the appeal procedure.

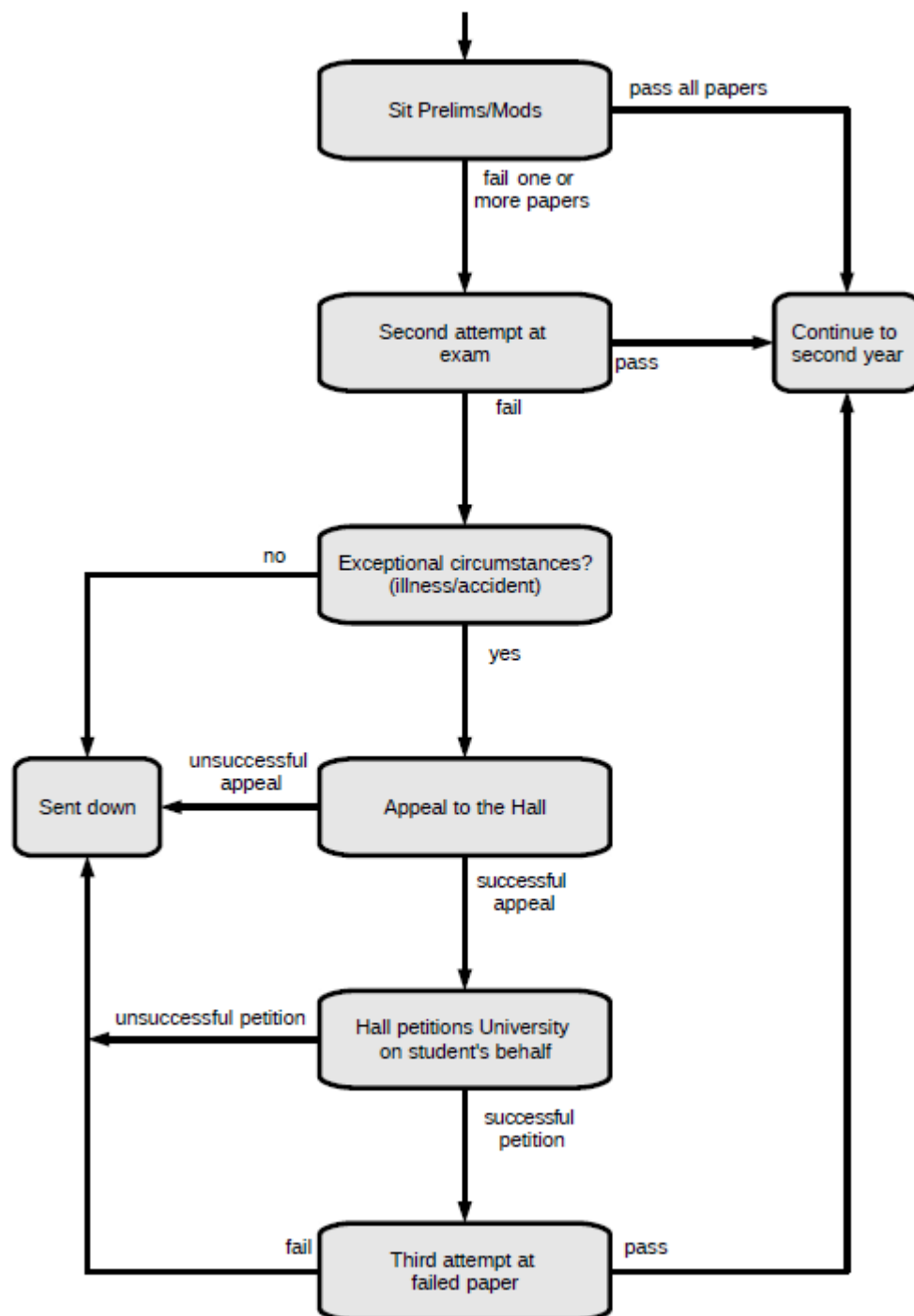
- 14.2. Where in this Bylaw any notice is required to be given in writing, it shall be sufficient for that notice to be given by email and it shall be presumed for the purposes of this Bylaw that (subject to contrary proof) an email was received by the addressee on the day it was sent. For the avoidance of doubt, provided an email has arrived at its destination, it shall not be necessary for the recipient of an email to have read it for it to have been received by him or her for these purposes.
- 14.3. The Senior Tutor shall write to any undergraduate who at the first attempt fails the First Public Examination ("FPE"). The Senior Tutor's letter shall: (i) identify the academic support offered in preparing for the re-sit; (ii) make clear that termination of the course is the normal consequence of a second failure in the FPE, and that permission for a third attempt can only be given by the University; and (iii) remind the recipient of the importance of disclosing any extenuating circumstances which may have affected his or her performance in the FPE.
- 14.4. The Senior Tutor shall write to any undergraduate who fails the FPE at the second attempt to notify him or her that his or her course will be terminated. Where the undergraduate believes that exceptional circumstances apply to his case they shall have the right to appeal on the grounds of those circumstances to an FPE Appeal Committee which shall be convened by the Master or his or her appointed deputy.
- 14.5. Any appeal against the termination of a course for failure in the FPE shall be made in writing to the Master within 5 days (not including Saturday and Sunday) of receipt of the Senior Tutor's letter. The letter of appeal must set out the exceptional circumstances on the basis of which the undergraduate is appealing.
- 14.6. Except where the Master decides that it is expedient to invite an external person to serve on the Appeal Committee, the Appeal Committee shall consist of three members of Education Committee, not including (i) the undergraduate's own Director(s) of Studies and (ii) any member of Education Committee who has taught the undergraduate in preparation for the FPE. In the event that an insufficient number of members of Education Committee are eligible to serve, the Master may invite any Fellow or Lecturer of the Hall to serve except anyone who has taught the undergraduate in preparation for the FPE. Where the Master decides that it is expedient to invite an external person to serve on the Appeal Committee, the Master may invite any member of Congregation who holds the office of Tutor (or the equivalent) in any College, Hall, or Society of the University to serve as one of the three members of the Appeal Committee except anyone who has taught the undergraduate in preparation for the FPE.
- 14.7. At its first meeting, the Appeal Committee shall elect one of its members ("the President") to chair the Appeal Committee and shall fix the date for the hearing of the appeal. The President shall notify both the Senior Tutor and the undergraduate of the date fixed for the appeal giving at least five days' notice (not including Saturday or Sunday).

- 14.8. If the undergraduate intends to rely on medical evidence in support of his or her appeal, they must submit a report from the Hall Doctor to the President not less than 24 hours before the date fixed for the hearing of the appeal. If the primary treating clinician is not the Hall Doctor, the medical report must be sent to the Hall Doctor in the first instance so that the Hall Doctor may advise the Hall appropriately. If the Hall Doctor is unable to act the Master shall appoint to receive the report and advise the Hall in his place a medical practitioner who is the appointed Doctor at any College, Hall, or Society of the University or if no such person is available any other medical practitioner; and in this Bylaw "Hall Doctor" shall be construed to include a medical practitioner so appointed.
- 14.9. Subject to paragraph 9 below the Appeal Committee shall regulate its own procedure, having regard to the requirements of natural justice, and shall determine the appeal. The undergraduate may be accompanied and advised at the hearing by any resident junior or senior member of the University (except the Senior Tutor or anyone who has taught the undergraduate in preparation for the FPE) or an OUSU sabbatical officer.
- 14.10. The sole purpose of the hearing is to enable the Appeal Committee to determine whether the exceptional circumstances presented by the undergraduate mean that his or her course should not be terminated, and that consequently the Hall should apply on the undergraduate's behalf to the Education Committee of the University for permission for a third attempt at the FPE. At the hearing the Senior Tutor (or his or her appointed deputy) shall present a report on the circumstances of the case. The Appeal Committee may also request the comments of the Hall Doctor, of the undergraduate's Director(s) of Studies, and of anyone who has taught the undergraduate in preparation for the FPE who may attend in person or submit a written report as circumstances permit. The undergraduate shall then have the opportunity to present his or her own view of the situation and any supporting evidence and to respond to the Senior Tutor's report and to the comments provided by his Director(s) of Studies and other tutors. After this the members of the Appeal Committee may put questions on any aspect of the case.
- 14.11. At the end of the hearing the undergraduate and his or her adviser, the Senior Tutor, and any other persons who have been present for the purposes of the hearing shall withdraw and the Appeal Committee shall consider its decision.
- 14.12. The President shall write to the undergraduate as soon as possible thereafter to communicate the decision of the Appeal Committee and shall also give a brief account of the reasons for it.
- 14.13. If the Appeal Committee decides that there are no exceptional circumstances offered by the undergraduate which justify withholding the usual sanction of terminating his or her course, the undergraduate may appeal to the Conference of Colleges Appeal Tribunal (which is independent of the Hall) and the President's letter shall explain the steps to be taken by the undergraduate to engage such an appeal, shall note that the undergraduate must usually exercise this right within five days of receipt of the Appeal Committee's

decision, and shall enclose a copy of the Conference of Colleges Appeal Tribunal's Regulations.

- 14.14. If the Conference of Colleges Appeal Tribunal upholds the College's decision a further appeal lies to the Office of the Independent Adjudicator (see www.oiahe.org.uk).
- 14.15. If the Appeal Committee decides that exceptional circumstances mean that the undergraduate's course should not be terminated, the undergraduate shall be informed of any conditions which the Appeal Committee has decided must be met before they are allowed to return to residence.
- 14.16. Since the University's regulations do not permit an undergraduate to progress to the Final Honour School without first passing the FPE a decision by the Appeal Committee to allow an undergraduate to return to residence shall have no effect unless the University also gives permission for the undergraduate to make a third attempt at the FPE. In the letter communicating the decision of the Appeal Committee the President shall inform the undergraduate (i) that the Hall cannot itself give permission for the undergraduate to take the FPE for a third time, (ii) that the Hall will apply to the University for the relevant permission (all other conditions imposed by the Appeal Committee being satisfied), (iii) that, notwithstanding the decision made by the Hall, the University gives such permission only in exceptional circumstances, and (iv) the Hall therefore cannot guarantee the outcome of its application to the University. The Senior Tutor shall thereupon take appropriate steps to seek the relevant permission from the University.

First Public Examination Failure Bylaw Flowchart



16. Tutors

For the purposes of the Bylaw on Discipline, a tutor is defined as someone who has filed an academic report on a junior member's work, or will do so in the current academic year, or has acted as Director of Studies or Hall Advisor for the junior member.

17. Disciplinary Committee

- 14.1. If the Dean believes that a junior member has committed an offence which, if proved, would require a more severe penalty than the Dean can impose, they shall refer the case to the Disciplinary Committee. A penalty imposed by the Disciplinary Committee 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 Hall. The terms "ban", "suspend" and "expel" shall bear the meanings given to them in Part A of Statute XI of the University's Statutes and Regulations, substituting "the Hall" for "the University" in such definitions.
- 14.2. Serious Misconduct includes but is not limited to violent or threatening behaviour; sexual or other harassment set out in a formal complaint received by the Dean; failure to comply with the provisions of the Code of Practice on Meetings and Events; intentional or reckless damage to property; contravention of the Hall's Computer Regulations; 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 Hall or faculty collection or in any University examination; producing, procuring, possessing, using or supplying illegal drugs or other dangerous substances, or allowing Hall premises to be used for these purposes; interference with fire prevention or any other equipment; obstructing a Fellow, Hall 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 Hall Regulations; or engaging in any other conduct which is gravely detrimental to the interests of the Hall.
- 14.3. The Disciplinary Committee shall consist of a Chair and two other persons appointed by the Master at the beginning of each academic year from among the fellows and lecturers of the Hall. The junior member's tutors and any other interested persons shall (if otherwise members of the Disciplinary Committee) be replaced by other persons appointed by the Master. The replacement members so appointed shall ordinarily be fellows or lecturers of the Hall but may (if evident necessity so requires) be members of the Congregation of the University who are not fellows or lecturers of the Hall. Neither the Dean nor the

Junior Deans may be members of the Disciplinary Committee. The Disciplinary Committee may, but shall not be obliged to, ask an assessor be present at its deliberations and to advise it. Such person, who shall be known as the Disciplinary Assessor, shall have no vote. The Disciplinary Committee may regulate its proceedings as it sees fit including (without limitation) setting time-limits on the evidence to be called by either the junior member or the Dean consistent with providing a fair opportunity for each of them to present relevant evidence whilst ensuring that the matter is heard and determined expeditiously.

- 14.4. If the Dean is an interested party in the matters relating to the junior member or if the Dean is otherwise unable to act, a Junior Dean or some other person nominated by the Master (as the case may require) shall act in the Dean's place. Throughout this Bylaw, references to the Dean shall include any such replacement.
- 14.5. The junior member shall normally be entitled to see and be provided with copies of all documents and other material that will be put to the Disciplinary Committee, to see all the witness-statements upon which the Dean intends to rely, to know the identity of the maker of any such statement, and to ask questions of all witnesses. This shall be dis-applied only in exceptional cases, such as where there is a reasonable fear that a witness may be subjected to intimidation or violent reprisal. If the Dean believes that disapplication is necessary, they shall apply to the Chair of the Disciplinary Committee in writing for a direction. The junior member shall be notified of the nature of the application without rendering the application pointless. If the junior member wishes to respond to the application they shall do so in writing within 5 days (not including Saturday or Sunday). The Chair of the Disciplinary Committee shall determine the application without an oral hearing unless they consider one necessary or expedient and shall notify the Dean and the junior member in writing of his or her decision. No action shall be taken in relation to any material which was the subject of the application until either the redetermination deadline has elapsed or there has been a redetermination. If either the Dean or the junior member is dissatisfied with the result of the application, they may apply in writing to the Chair of the Disciplinary Panel within five days of receiving his or her decision for redetermination by the Disciplinary Committee without the Chair's participation. 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 Committee considers one necessary or expedient. The Disciplinary Committee shall notify the Chair, the Dean and the junior member in writing of its decision and shall give directions accordingly. The decision of the Chair (if there has been no redetermination) or of the Disciplinary Committee shall be final without any right to appeal to the Disciplinary Appeals Committee. If the Dean 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 not be disclosed to the junior member without that person's consent. If a witness refuses to consent to the disclosure of his or her identity to the junior member or refuses to be questioned on his or her evidence by or in the presence of the junior member or refuses to attend a hearing, the Disciplinary Committee shall exclude the witness' evidence from consideration in the absence of exceptional circumstances as provided above. If the Disciplinary Committee does not exclude the evidence from consideration, due weight must be given to the disadvantage to the junior member of not knowing the witness' identity or of being unable to test the witness' evidence by questions.

- 14.6. The Chair of the Disciplinary Committee shall ensure that arrangements are made for a written note to be taken or a sound-recording made of the open proceedings (but not of the Committee's private deliberations).
- 14.7. All material submitted to the Disciplinary Committee by either party shall be treated as confidential but this does not prevent either party or the Committee from taking appropriate advice or seeking appropriate welfare support.

15. Referral to the Disciplinary Committee

- 15.1. Except in the circumstances described at paragraph II.17 below, when referring a case to the Disciplinary Committee, the Dean shall send to the Chair a written statement (the "Statement of Case") setting out the provision(s) of the Hall regulations which have allegedly been broken; the events which form the basis of the allegation; the evidence on which the allegation is based including the signed statement of any person they are proposing to call as a witness; and any other information which the Dean deems relevant, including his or her recommendations as to penalty.
- 15.2. The Statement of Case and this bylaw shall be copied to the junior member. Copies shall also be sent to his or her Director of Studies or Hall Advisor, as appropriate, who shall be asked to comment in writing on the character of the junior member and any other matter that they think should properly be taken into account. These comments may be submitted up to 48 hours before the Disciplinary Committee meets and shall be copied to the junior member.
- 15.3. The Chair of the Disciplinary Committee shall call a meeting of the Disciplinary Committee giving the junior member at least five days' notice (not including Saturday or Sunday), unless the junior member agrees to shorter notice being given. The junior member shall be told in writing of the time of the meeting and that they may submit written material up to 48 hours before the Disciplinary Committee meets. If the junior member intends to call any person as a witness

at the meeting, the junior member shall include a written statement signed by such person with the written material submitted to the Disciplinary Committee.

- 15.4. Without prejudice to the Disciplinary Committee's right to regulate its proceedings, the following procedure shall normally be adopted. The Dean and the junior member whose case has been referred shall attend the notified meeting of the Disciplinary Committee, provided that if the junior member fails or refuses to attend the Disciplinary Committee may proceed in his or her absence. The Dean and the junior member may each be accompanied by a current member of the University as an advisor of his or her choice. The Dean shall present the case against the junior member in his or her presence (save where the junior member fails or refuses to attend and the Disciplinary Committee has decided to proceed in the junior member's absence) and may call any witness whose statement they have previously submitted to the Disciplinary Committee. The Disciplinary Committee shall ordinarily rely on the submitted statement as the substance of the witness' evidence but may allow the Dean to ask the witness questions to clarify any point in the statement. The junior member may question any witness called by the Dean. After the junior member has questioned a witness, the Disciplinary Committee may allow the Dean to ask further questions but only for the purpose of clarifying anything said by the witness in answer to the junior member. After the conclusion of the Dean's evidence the junior member shall present his or her defence and may call any witness whose statement they have previously submitted to the Disciplinary Committee. The Disciplinary Committee shall ordinarily rely on the submitted statement as the substance of the witness' evidence but may allow the junior member to ask the witness questions to clarify any point in the statement. The Dean may question any witness called by the junior member. After the Dean has questioned a witness, the Disciplinary Committee 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 Dean. For the avoidance of doubt the Disciplinary Committee may also question the junior member, Dean and/or any person called as a witness. 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 Dean agree that it should be read by the Disciplinary Committee or there are exceptional circumstances. If the Disciplinary Committee does not exclude the evidence from consideration, due weight must be given to the fact that the witness' evidence has not been tested by questions. After the conclusion of the junior member's evidence the Dean and after him or her the junior member shall then each address a concluding statement to the Disciplinary Committee which shall then consider its verdict in the absence of all other persons except the Disciplinary Assessor (if any) who shall remain present to advise the Committee but shall not be entitled to vote.

- 15.5. Where the case is found proved, the Disciplinary Committee shall announce its decision and invite the Dean to make a submission as to the appropriate level of penalty. The junior member shall then be entitled to make a plea in mitigation of the offence. The Disciplinary Committee shall then consider the appropriate sentence in the absence of all other persons except the Disciplinary Assessor (if any) who shall remain present to advise the Committee but shall not be entitled to vote. The penalty may include (without limitation): requiring the junior member to reside out of Hall premises; a fine of any magnitude; banning, suspension or expulsion from the Hall. The Disciplinary Committee may attach such conditions as it sees fit to any penalty. The junior member shall be told in writing of the Disciplinary Committee's decision and its reasons which shall include all findings of fact made by the Disciplinary Committee. They shall also be advised of his or her right of appeal to the Disciplinary Appeals Committee. The Chair of the Disciplinary Committee shall at once report the Disciplinary Committee's decision to the Dean, Master and Senior Tutor.
- 15.6. The Senior Tutor shall report the Disciplinary Committee's decision to Education Committee and the junior member's Director of Studies or Hall Advisor, and shall inform the Proctors (if appropriate) and any Hall staff affected by the decision. The full communication to the junior member shall not normally be circulated, but shall be held in the Senior Tutor's office. In the event of any appeal, it shall be available to members of the Disciplinary Appeals Committee.
16. Referral to the Disciplinary Committee: Special provisions for Criminal Convictions and University Penalties
- 16.1. The following procedures shall apply if a junior member has either: (a) been convicted of a criminal offence capable of attracting an immediate sentence of imprisonment (whether or not such a sentence is imposed); or (b) been expelled, banned or suspended by the University pursuant to Statute XI of the University Statutes in circumstances where the Dean considers that a more serious penalty than that imposed by the University should be imposed by the Hall. In any other case a penalty of expulsion, banning or suspension imposed by the University upon a junior member shall also be applied to Hall premises and facilities and shall be confirmed in writing to the Junior Member by the Dean, together with the right of Appeal to the Disciplinary Appeals Committee, copying in the Master and Senior Tutor. If the Dean refers a case to the Disciplinary Committee under II.17.1 (a) or (b), the Dean shall send to the Chair a written statement (the "Statement of Case") setting out the fact of the junior member's criminal conviction or his or her expulsion, banning or suspension by the University; and any other information which the Dean deems relevant including his or her recommendations as to penalty.

- 16.2. The Statement of Case and this bylaw shall be copied to the junior member. Copies shall also be sent to his or her Director of Studies or Hall Advisor, as appropriate, who shall be asked to comment in writing on the character of the junior member and any other matter that they think should properly be taken into account. These comments may be submitted up to 48 hours before the Disciplinary Committee meets and shall be copied to the junior member.
- 16.3. The Chair of the Disciplinary Committee shall call a meeting of the Disciplinary Committee giving the junior member at least five days' notice (not including Saturday or Sunday), unless the junior member agrees to shorter notice. The junior member shall be told in writing of the time of the meeting and that they may submit written material on the question of penalty up to 48 hours before the Disciplinary Committee meets.
- 16.4. Without prejudice to the Disciplinary Committee's right to regulate its proceedings, the following procedure shall normally be adopted. The Dean and the junior member whose case has been referred shall attend the notified meeting of the Disciplinary Committee, provided that if the junior member fails or refuses to attend the Disciplinary Committee may proceed in his or her absence. The Dean and the junior member may each be accompanied by a current member of the University as an advisor of his or her choice. The Disciplinary Committee shall accept as fact all findings of fact made by the criminal court or by the University and the hearing shall proceed on that basis. The Dean shall present the case to the Disciplinary Committee and shall make representations concerning the appropriate penalty. The Disciplinary Committee may request the attendance of any other person and may question such person in relation to the issue of penalty. The junior member shall then be entitled to make a plea in mitigation of the offence. The Disciplinary Committee may question the junior member and/or the Dean.
- 16.5. The Disciplinary Committee 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 Committee but shall not be entitled to vote. The penalty may include: requiring the junior member to reside out of Hall premises; a fine of any magnitude; or banning, suspension or expulsion from the Hall. The Disciplinary Committee may attach such conditions as it sees fit to any penalty. The junior member shall be told in writing of the Disciplinary Committee's decision and its reasons which shall include all findings of fact made by the Disciplinary Committee which have not already been made by the criminal court or the University. They shall also be advised of his or her right of appeal to the Disciplinary Appeals Committee. The Chair of the Disciplinary Committee shall at once report the Disciplinary Committee's decision to the Dean, Master and Senior Tutor.

- 16.6. The Senior Tutor shall report the decision by the Dean or Disciplinary Committee to Education Committee and the junior member's Director of Studies or Hall Advisor, and shall inform the Proctors (if appropriate) and any Hall staff affected by the decision. The full communication to the junior member shall not normally be circulated, but shall be held in the Senior Tutor's office. In the event of any appeal, it shall be available to members of the Disciplinary Appeals Committee.

17. Appeal

- 17.1. The junior member must lodge any appeal against the findings or penalty of the Disciplinary Committee or of the Dean under II.17.1 by writing to the Master (or the Master's nominee) within five days (not including Saturday or Sunday) of the communication of the Disciplinary Committee or Dean's decision to the junior member, stating the basis of his or her appeal.
- 17.2. The junior member may appeal on either or both of the following grounds:
- 17.3. errors in the Disciplinary Committee's findings (which must be specified by the junior member); and/or
- 17.4. the disproportionality of the Disciplinary Committee's penalty to the gravity of the offence or the special circumstances justifying the non-application by the Dean of the University penalty to Hall premises.
- 17.5. In an appeal concerning the Disciplinary Committee, the junior member shall not normally be permitted to introduce new evidence to the Disciplinary Appeals Committee where that evidence could reasonably have been presented to the Disciplinary Committee.
- 17.6. The Disciplinary Appeals Committee shall normally consist of the Master (or the Master's nominee) who shall normally chair the Disciplinary Appeals Committee and two other persons appointed by the Master at the beginning of each academic year from among the fellows and lecturers of the Hall. The junior member's tutors and any other interested persons shall (if otherwise members of the Disciplinary Committee) be replaced by other persons appointed by the Master. The replacement members so appointed shall ordinarily be fellows or lecturers of the Hall but may (if evident necessity so requires) be members of the Congregation of the University who are not fellows or lecturers of the Hall. Neither the Dean nor the Junior Deans may be members of the Disciplinary Appeals Committee. The Disciplinary Appeals Committee may, but shall not be obliged to, ask an assessor to be present at its deliberations and to advise it. Such person, who shall be known as the Disciplinary Assessor, shall have no vote. The Disciplinary Appeals Committee shall regulate its proceedings as it sees fit.
- 17.7. The Chair of the Disciplinary Appeals Committee shall ensure that arrangements are made for a written note to be taken or a sound-recording

made of the open proceedings (but not of the Committee's private deliberations).

- 17.8. All material submitted to the Disciplinary Appeals Committee by either party shall be treated as confidential but this does not prevent either party or the Committee from taking appropriate advice or seeking appropriate welfare support.
- 17.9. The Chair of the Disciplinary Appeals Committee shall copy the junior member's appeal to the Chair of the Disciplinary Committee or to the Dean if concerning the Dean's penalty application under II.17.1, who shall respond in writing to the Chair of the Disciplinary Appeals Committee within five days (not including Saturday or Sunday). The Chair of the Disciplinary Appeals Committee shall then copy that response to the junior member.
- 17.10. The Chair of the Disciplinary Appeals Committee shall call a meeting of the Disciplinary Appeals Committee giving the junior member at least five days' notice (not including Saturday and Sunday) of such meeting, unless the junior member agrees to shorter notice being given. The junior member shall be told in writing of the time of the meeting.
- 17.11. Without prejudice to the Disciplinary Appeals Committee's right to regulate its proceedings, the following procedure shall normally be adopted.
 - a) In an appeal against a penalty applied by the Disciplinary Committee: The junior member may attend with a current member of the University as an advisor of his or her choice and make oral representations on his grounds of Appeal. If the junior member elects to attend, the Chair of the Disciplinary Committee may also attend (and may be accompanied by a current member of the University as an advisor). The Disciplinary Appeals Committee shall in any event normally request the attendance of the junior member and the Chair of the Disciplinary Committee but in the event that either fails or refuses to attend may proceed in his or her absence. The junior member shall present his or her appeal and the members of the Disciplinary Appeals Committee may put questions to the junior member. The Chair of the Disciplinary Committee shall be invited to respond to the appeal and the members of the Appeals Panel may put questions to him or her.
 - b) In an appeal against a penalty applied by the Dean under II.17.1: The Disciplinary Appeals Committee shall not hold an oral hearing unless it considers one necessary or expedient. If there is an oral hearing, II.17.11 (a) above applies with the Dean acting instead of the Chair of the Disciplinary Committee.
- 17.12. The Disciplinary Appeals Committee shall consider the junior member's grounds of Appeal and the response of the Chair of the Disciplinary Committee or the Dean and determine the appeal in the absence of all other persons except the

Disciplinary Assessor (if any) who shall remain present to advise the Committee but shall not be entitled to vote. The Disciplinary Appeals Committee may quash or confirm the Disciplinary Committee decision appealed against, or make any order in substitution for it which the Disciplinary Committee could have made. The Disciplinary Appeals Committee may confirm the penalty applied by the Dean under II.17.1 or, if satisfied that special circumstances apply, may permit the junior member to continue to have access to Hall premises and facilities with or without conditions as to such access. The junior member shall be informed in writing of the Disciplinary Appeals Committee's decision and the reasons for it.

- 17.13. The Chair of the Disciplinary Appeals Committee shall at once report the Disciplinary Appeals Committee's decision to the Dean, Master and Senior Tutor. The Senior Tutor shall report it to Education Committee and the junior member's Director of Studies or Hall Advisor, and shall inform the Proctors (if appropriate) and any Hall staff affected by the decision. The full communication to the junior member shall not normally be circulated, but shall be held in the Senior Tutor's office.

The decision of the Disciplinary Appeals Committee shall be final in the Hall, although the junior member shall have the right to appeal the decision of the Disciplinary Appeals Committee concerning a penalty confirmed or applied by the Disciplinary Committee (but not a penalty applied by the Dean under II.17.1) to the Conference of Colleges' Appeals Tribunal. When a junior member is informed of the confirmation or application of a penalty by the Disciplinary Appeals Committee, the notification shall be accompanied by (a) a letter informing the junior member of his or her right to appeal to the Conference of Colleges' Appeal Tribunal and the time-limit for filing the appeal-application and (b) a copy of the Conference of Colleges' Appeal Tribunal Regulations. If the Conference of Colleges' Appeal Tribunal upholds the Hall's decision, the Junior Member may then appeal to the Office of the Independent Adjudicator for Higher Education (see www.oiahe.org.uk for further information).

18. Appeal against Fine

- 18.1. If a Junior Dean has imposed a fine up to £150 on a junior member which the junior member believes to be unwarranted or excessive the junior member may make written representations to the Junior Dean requesting a review of the fine imposed. Any representations to the Junior Dean shall be made within two days (not including Saturday or Sunday) of the imposition of the fine and the Junior Dean 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. If the junior member is not satisfied with the decision of the Junior Dean they shall be entitled to appeal to the Dean. Any appeal to the Dean 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 Junior Dean. The only

grounds of an appeal to the Dean shall be errors (which shall be specified) in the findings of fact made by the decanal team and/or the disproportionality of the fine to the gravity of the offence. The Dean shall dispose of all such appeals without an oral hearing unless they consider it necessary or expedient to hold one. The Dean shall have the power on appeal to confirm, reduce or increase the fine. The decision of the Dean shall be communicated to the junior member in writing and shall be final.

A junior member who has been fined a sum in excess of £150 by the Dean or a Junior Dean may appeal this fine to the Disciplinary Committee, which may confirm, reduce or increase the fine. Any appeal must be lodged in writing within five days (not including Saturday or Sunday) of the imposition of the fine stating the basis of the appeal. The only grounds of appeal shall be errors (which shall be specified) in the findings of the decanal team, and/or the disproportionality of the fine to the gravity of the offence. The appeal shall be copied to the Dean or the Junior Dean, who shall be asked to respond within five days (not including Saturday or Sunday). The Disciplinary Committee's decision, which shall be final, shall be communicated to the junior member in writing, giving reasons. The Disciplinary Committee has the power to impose additional fines or other penalties and may attach such conditions as it sees fit to any penalty, in the event of trivial or frivolous appeals or where it believes that the event warrants a more severe penalty than that already imposed.

19. Standard and Burden of Proof.

At any hearing of the Disciplinary Committee or the Disciplinary Appeals Committee the standard of proof shall be the balance of probabilities and the burden of proof shall be upon the person referring the case or making the appeal as the case may be.

20. Service of Documents

20.1. 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.

20.2. 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 them shall be sent to that provided address and shall be deemed duly delivered when sent;

(ii) if the junior member has not provided an alternative email address, documents shall be deposited with the Hall Administrator or another nominated Hall Officer for collection by the junior member (if they are still in residence) and shall be deemed duly delivered three days after the date of deposit or shall be posted to the home address they have provided via Student Self Service (if they are 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 they reside abroad, all necessary steps shall be taken to ensure that the documents arrive within the period provided.

- 20.3. Documents required by this Bylaw to be sent to any Hall 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.
- 20.4. 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 Committee 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.
- 20.5. In the event that the posting of a document is in issue, it shall be for the person who claims to have posted it to prove that it was posted.

21. Appointments by the Master

Where the Master is required by this Bylaw to appoint a replacement for any member of a committee but the Master is himself or herself an interested person any appointment shall be made instead by the Warden of St Antony's College. For the avoidance of doubt the Master shall not be deemed to be an interested person for the purpose of this Bylaw by reason only of the fact that under the Statutes and Regulations of the University they stand in tutorial relation to the members of Hall who are students and exercises supervision over their conduct and studies.

25. APPENDIX III: ST BENET'S HALL BYLAWS - TARIFF OF POSSIBLE FINES

Domestic

Loss of room key, electronic fob or any other key which is the junior member's responsibility and is not reported within 24 hours	£40, plus standard replacement cost
Failure to produce on request or on departure a room key, electronic fob or any other key which is the junior member's responsibility	£40
Obtaining an unauthorised copy of a key or providing a key or fob for use by an unauthorised person	£150
Adhesive materials on walls	£30, plus costs where appropriate

Library

Damage and loss to books	Replacement cost (£40 or estimated value, if higher, for out of print books), plus £10 administration cost.
Infringement of other library rules	£30 and up depending on severity

Battels

Late payment of battels (during course)	£1 per day
Late payment on final battels (end of course)	£30 plus 2% interest on the final battels
Bounced cheques	£30

Disciplinary

Information technology misuse (see Appendix IX)	£30 and up depending on severity
Excessive noise/disturbance	£30 to £100 depending on severity
Unauthorised parties	£50 and up depending on severity
Letting off fire extinguishers	£150 per extinguisher plus costs
Fire safety breaches. eg. letting off fire alarms, burning candles, cooking, toasting, smoking misconduct	£50 to £250 depending on severity
Damage to Hall rooms, premises, grounds, property, including littering and soiling	£30-£250 depending on severity plus costs
Failure to clean up after an event/gathering,	Cost plus fine of £30 to £150
Failure to maintain communal facilities in an acceptable condition, unreasonable mess	Cost plus fine of £30 to £150
Vandalism in another College	£175

Misbehaviour	£30 and up depending on the gravity of the offence
Failure to clear personal belongings from rooms during vacations or leave Hall by appointed time	£50 and up plus costs

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

The Master and the Dean or Junior Deans have discretion to exact other penalties in addition to or instead of fines.

In serious cases, the Dean will refer the case to the Disciplinary Committee if they consider that a penalty in excess of £250 is likely to be called for.

26. APPENDIX IV: ST BENET'S HALL COMPLAINTS PROCEDURE

1. Introduction

- 1.1. 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)

- 1.2. Typically, complaints will refer to isolated incidents and the provision of services by the Hall. Separate procedures exist for student appeals relating to Academic Discipline and to Discipline in cases of student misbehaviour. The Hall also has separate procedures for complaints about individuals which involve harassment (e.g. bullying, victimisation, racial or sexual harassment). Details of these other procedures are provided elsewhere in this Handbook.
- 1.3. The majority of cases will normally be settled by the complainant resolving their grievance directly with the relevant tutor or Hall staff member or relevant senior member. Where this is not possible, complainants can adopt an informal procedure, but a formal procedure is also available where a complainant wishes to register a written grievance.
- 1.4. Anonymous complainants or complaints made on behalf of someone else will not be allowed. Disciplinary action will 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.
- 1.5. If a complaint remains unresolved after the Hall's internal 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 for further information). Application forms and guidance notes are available from the Bursar. 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.

2. Informal Procedure

- 2.1. Complaints may be discussed with a Hall Officer or Fellow, and the complainant can be accompanied at any stage by a friend or an adviser (e.g. an officer of the JCR). Tutors who have been contacted by a complainant are required to inform the appropriate Hall Officer of the complaint as soon as possible.

- 2.2. The relevant departmental managers are as follows:
- (i) For issues involving domestic college staff and services e.g. catering and accommodation: the Bursar
 - (ii) For academic matters: the Senior Tutor
 - (iii) For financial matters and complaints about Hall Maintenance, gardens, IT and Library provision: the Bursar
- 2.3. To resolve the complaint the relevant departmental manager will:
- (i) seek to offer sympathetic and confidential advice, and/or
 - (ii) 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);
 - (iii) note the withdrawal of a complaint where the complainant decides to do so.
3. Formal Procedure
- 3.1. Although it is hoped that the informal procedure will often be appropriate to resolve a complaint, it is not an a priori condition of using this procedure that an informal approach must be exhausted before a formal approach is adopted. All formal complaints must be made in writing to the Master.
- 3.2. The Master will convene an *ad hoc* Complaints Panel of not less than three members of the Hall's senior members, not including the student's tutor(s) or college advisor. The complainant may take advice in advance of the hearing and may be adequately, but not legally, represented at the hearing itself, being given the chance either to make a written submission, or, if they prefer, to appear before the Panel. The complainant may, in the latter case, be accompanied by a person of their choice. 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 Panel's decision will be conveyed in writing to the St Benet's Trust. The Panel's written decision will include all the relevant facts. A copy of it will be given to the complainant.
- 3.3. The Panel's recommendation will be reviewed by the St Benet's Trust, which will make a decision and communicate it in writing to the complainant. The complainant may appeal against the Panel's decision in a written submission to the St Benet's Trust. In addition, they may appear in person before the St Benet's Trust, in which event they may be accompanied by a person of their choice. The complainant may also ask a tutor or other representative to speak on their behalf at the meeting. Whether or not a complainant chooses to appeal to the St Benet's Trust at this time, all members of the *ad hoc* Complaints Panel should withdraw for the St Benet's Trust's deliberations and decision. The Master shall convey the decision of the St Benet's Trust to the complainant in writing within two days.

- 3.4. In the absence of a St Benet's Trust meeting, or whenever they judge it in the best interest of the complainant to do so, the Master or, if inappropriate, the most appropriate Senior Fellow), shall act for the St Benet's Trust in considering a formal complaint.
- 3.5. If a student wishes to appeal against the decision of the St Benet's Trust, they may do so to the Conference of Colleges Appeal Tribunal, of which St Benet's Hall is a member. The student should file such an appeal with the Secretariat of the Conference of Colleges within five days of the St Benet's Trust's determination.

4. Monitoring Arrangements

In order to ensure compliance with the Race Relations (Amendment) Act 2000 and to promote equal opportunity and diversity, the Bursar will monitor student complaints made using the formal procedure in an academic year. These records will indicate how many formal complaints have been registered, and what stage they reached (resolved by Committee, recommendation to the St Benet's Trust in favour of the complainant, or not resolved in favour of the complainant). This data will be maintained in an anonymised format solely for the purposes of ensuring that the College's equal opportunities policies are operating effectively. Ongoing monitoring and regular analysis of such data by the St Benet's Trust will provide the basis for taking any appropriate steps to eliminate unlawful direct and indirect discrimination and to promote equal opportunity and diversity.

27. APPENDIX V: HOLDING MEETINGS OR PARTIES ON HALL PREMISES

1. Obtaining Permission

- 1.1. The booking of certain Hall rooms and other venues requires the consent of Hall Officers, is subject to availability and consultation with staff members before the booking can be accepted.
- 1.2. Permission must be applied for from the Bursar in writing at least one week before the event is to be held.
- 1.3. Permission MUST be obtained from a Junior Dean for any party of more than ten persons or from the Bursar for any meeting on Hall premises, which any graduate or undergraduate member of the Hall seeks to hold.
- 1.4. Any Hall (or University) group or society wishing to book a Hall room for a meeting must give notice to the Bursar. Full details of the purpose of the meeting must be provided with the name of the group or society, and the names of all outside speakers invited to the meeting. Such notification must be given at least one week before the date of the meeting. If the Bursar has not given permission, the meeting will not be allowed.
- 1.5. For St Benet's Hall students there is no room hire fee for a St Benet's Hall only event. For St Benet's Hall students who are President of a registered University club or society event, there will be no room hire fee. A room hire fee will be applied for St Benet's Hall students booking for a University Society if they are not the President, no matter of their position within the Society Committee. For Oxford SU bookings, there will be no room hire fee; however, the room must be booked through the JCR President.
- 1.6. Only members of St Benet's Hall may make bookings for meetings or parties on Hall premises. Prices are set according to the prevailing rate for the type of group concerned. Bookings may only be made as provided below:

Room	Purpose	<i>Maximum numbers</i>
JCR	Meetings	30
JCR	Parties	40
Refectory	Parties	100
Yellow Room	Meetings	20
Yellow Room	Parties	25
Blue Room	Meetings	15
Griffith Room	Meetings	25
<i>Garden</i>	<i>Parties</i>	200

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

2. Publicity

- 2.1. Notices advertising events of any kind must be posted on notice boards, not placed on walls or doors.
- 2.2. Parties to be held in Hall property may not be advertised outside the Hall nor may a charge be made for admission or drinks. The Hall holds a club licence, and organisers should enquire about its conditions.

3. Organisation

- 3.1. Organisers must arrange for clear directions to be available to guests and participants. One of the organisers must be present when guests or participants arrive. If the Bursar, in consultation with the Junior Dean, deems it necessary, extra staff or security must be arranged by and at the cost of the organisers.
- 3.2. The requirements of the Code of Practice on Freedom of Speech must be complied with.
- 3.3. 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. Organisers must not leave before they have ensured that the venue has been left clean, tidy, and ready for use by others. Hall Officers may check that the organisers have stayed until all work is done. All washing up must be done and all rubbish disposed of. Hall staff must not have any extra work as a result unless it has been agreed to employ extra staff at the expense of the organisers. All glasses and debris from a party in the room of a member of the Hall must be cleared before the next visit by the cleaner. Cleaning materials and equipment are usually available from the cleaner.

4. Times

- 4.1. The meeting or party must close at 10:30 p.m.
- 4.2. All parties and meetings must disperse before 10:30 p.m. Music at official JCR parties held in Hall may be played up to 11:00 p.m.

5. Safety and Security

- 5.1. The Bursar and Junior Deans 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. In the case of parties, organisers must consider the possibility of gatecrashers or drunkenness.

- 5.2. Any electrical equipment to be used must have been inspected and approved by the Hall's electrician at the expense of the organisers.
- 5.3. 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.
- 6. Hall Rules and Policies
- 6.1. The requirements of the Code of Practice on Freedom of Speech must be complied with. Organisers must also consider the difficulties that they may have with participants of opposing views.
- 6.2. The current schedule of fines is listed above. This is an illustrative schedule- the Dean / Junior Deans can levy fines up to £250 at their discretion.
- 6.3. The Hall does not normally allow any public performance. 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.
- 6.4. 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 Hall after their examination is over, and to discourage their friends from gathering outside the Examination Schools to meet them. There are ample opportunities for candidates and their friends to celebrate in a civilized way within the Hall. The Proctors and the Hall authorities have a duty to ensure that the conduct of junior members does not disturb the outside community or those still sitting examinations.

28. APPENDIX VI: ST BENET'S HALL LIBRARY REGULATIONS

The library regulations are below. The Library Committee has the responsibility of maintaining or amending these Library regulations, subject only to changes being reported to the Education Committee for discussion and finally to the Fellow Librarian and Master for their approval.

1. Use of the Library

- 1.1. The Libraries are for the use of members of St Benet's Hall only, and non-members may not be admitted, except with the permission of the Librarian or when accompanied by a Fellow of the Hall. The Hall has membership of the OLIS system, and all borrowings must be carried out in accordance with the provisions of the system. Failure to register books removed from the Library on the OLIS system may be fined.
- 1.2. Books may be borrowed only by members of the Hall at present 'in residence' in Oxford. Exceptions may be granted by the Senior Tutor and by the Librarian.

2. Issues and Returns

- 2.1. Atlases, dictionaries, statutes, books of reference and certain sets of journals and periodicals are confined to the Library, and may not be removed. If such books are lost, the value of large and important series of reference books is destroyed. Books marked 'Confined to the Library' or stored on 'reference book cases' may not be borrowed by junior members. All items published before 1851 are considered 'Confined'.
- 2.2. Each volume borrowed must be checked out by the borrower on the computerised issue system using the Self Issue system.
- 2.3. It is an offence to remove a book from the Libraries without recording it on the computerised system. Those who do not record volumes they remove must expect a fine and, if the offence is persistent, exclusion from the Libraries. Borrowers retain full responsibility for any books that they have signed out of the Libraries.
- 2.4. Books used in the Libraries must be returned to the returned book box after use, and not reshelfed by readers.

3. Borrowing and Renewals

- 3.1. Books borrowed from the Libraries must be returned by 11.59 p.m. on the due date.
- 3.2. During term time loans are for two weeks; books may be borrowed for the duration of the vacation. Loans may be renewed on solo.bodleian.ox.ac.uk.
- 3.3. A book may be recalled if required by another reader.
- 3.4. Members of Hall going out of 'residence' or at the end of their course must return all Library books before going down.

4. Hall Rules

- 4.1. The computers in the Libraries are only for the purpose of self-issue of library books by patrons. They may not be used for other purposes, including electronic mail and programming, without permission of the Librarian.
- 4.2. No food or drink may be brought into the Libraries, except water and hot drinks in a KeepCup. Those found eating or drinking in the Library will be fined.
- 4.3. Silence should be maintained in the Libraries. Any mobile telephones brought into the Libraries must be switched to silent. Those found making noise in the Libraries will be fined.
- 4.4. The Libraries have limited desk and floor space. Members are asked to bring with them only a minimum of books and other items.
- 4.5. Personal possessions not needed for a reader's work may not be brought into the Libraries.
- 4.6. Desks cannot be reserved for lengthy periods; common sense and courtesy should be used. Books and papers should not be left on desks overnight. It is expected that all personal materials be kept in a reasonably tidy fashion since the libraries are public areas of the Hall and frequently visited by guests.
- 4.7. If, in the Librarian's judgement, an excessive amount has been left on desks or items have not been reasonably tidied, items may be removed and a fine or fines imposed.
- 4.8. Readers are strongly advised never to leave valuables unattended.

5. Fines and Offences

- 5.1. For serious offences fines may be imposed. Since, however, the rules exist in order that the Libraries may be generally useful to all members of the Hall, it is hoped that all will see that they are observed.
- 5.2. It is a serious offence to mark or deface the Library books. The replacement costs of any damaged, defaced or lost books plus administration costs will be charged to the persons responsible for the damage or loss (£40, or estimated cost if higher, will be charged for the replacement of an out of print book).

29. APPENDIX VII: THE PROCTORS' OFFICE - GUIDELINES ON DEALING WITH DRUG MISUSE FOR COLLEGES

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

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

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 100 (01865 749800), or from the National Drugs Helpline 'FRANK' (0800 776600), and other contacts are available at www.talktofrank.com.

The Disciplinary Framework

Those involved with drugs should be aware, however, that the University and its constituent Colleges must operate within the framework of national legislation. This is reflected in the University Statutes. Statute XI, section 2.(1)(l) 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 will be subject to the provisions of their College's disciplinary code.

Students found using illegal drugs in another College or on University premises will be referred to the Proctors.

In the case of use 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 suspend or expel student members.

Supplying and Dealing in Drugs

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.

30. APPENDIX VIII: ST BENET'S HALL EQUALITY POLICY

1. The Policy
 - 1.1. The University of Oxford and its Colleges and Halls seek to admit students of high academic ability and potential. St Benet's admits men and women as undergraduates, graduates and as Senior Members. It looks to its members to respect its monastic and religious character but selects students for admission without regard to marital status, race, ethnic origins, colour, religion, sexual orientation or social background. Decisions on admission are based solely on the individual merits of each candidate and the application of the published selection criteria appropriate to the course of study. Admissions procedures will be kept under review to ensure compliance with this policy.
 - 1.2. St Benet's Hall is committed to treating every person fairly in accordance with his or her personal merit, natural ability and attainment, regardless of race, religion, gender, or any similar grouping. The Hall endeavours to be a diverse and harmonious community of scholars, in which people with different interests and backgrounds work together and learn from one another. It will vigorously discourage behaviour that is likely needlessly to disrupt the harmony of the Hall community.
 - 1.3. The Hall is dedicated to the enlargement of knowledge and understanding on a wide front and at the highest level. While it recognizes that its small size and desire to engender a strong sense of community makes it impossible to embrace the study of every subject, it periodically reviews the size and shape of the Hall. Central to these reviews is the desire to enhance the richness and excellence of Hall life by moving into new areas of study and recruitment.
 - 1.4. St Benet's Hall welcomes diversity amongst all its members, whether students, academic staff or support staff. St Benet's aims to exercise its policies, practices and procedures with due regard to its duties under the Equality Act 2010 and to the protected characteristics specified within it, which are: age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief (including lack of belief), sex and sexual orientation.
 - 1.5. The Hall notes and endorses the University's Equality Policy, published in full at <https://edu.admin.ox.ac.uk/equality-policy>. In particular, it notes "The University seeks to ensure that no member of its community is unlawfully discriminated against on the basis of age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief (including lack of belief), sex, or sexual orientation."
2. Monitoring
 - 2.1. General

The Hall's activities divide into the domestic and academic spheres. The Bursar is responsible for equality policy and enforcement on the domestic side, while the Senior Tutor has these responsibilities on the academic side.

2.2. Academic Monitoring

2.2.1. The Senior Tutor, who is also the Tutor for Admissions, shall at all times be alert for any indication that any persons or group of persons are being unfairly treated by virtue of their age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief (including lack of belief), sex, or sexual orientation. Any person who has reason to think that the Hall has acted unfairly in the academic sphere, should tell the Senior Tutor of their concerns, in person or in writing. Concerns can also be discussed in confidence with a Welfare Officer or a member of the JCR executive. Should the Senior Tutor appear to be culpable in the matter, the concerns should be brought straight to the Master.

2.2.2. After consulting with the Master, the Senior Tutor shall report to the Governing Body annually on the Hall's compliance with legislation that bears on equality issues in its academic operations. In this report they shall examine any evidence for racial or other biases in recruitment to the Hall or progress within the Hall. They shall recommend to the Master, the Education Committee, or the Governing Body as seems appropriate any action which they think would help the Hall to fulfil its duty under relevant legislation.

2.3. Domestic Monitoring

The domestic management shall at all times be alert for any indication that any persons or group of persons are being unfairly treated by virtue of their age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief (including lack of belief), sex, or sexual orientation. Any staff member who has reason to think that the Hall has acted unfairly in the domestic sphere, should tell the Master of their concerns.

3. Publication

The Hall's website shall display an up-to-date version of this Policy.

31. APPENDIX IX: ST BENET'S HALL INFORMATION TECHNOLOGY POLICY AND REGULATIONS

1. Computers

- 1.1. Junior members must observe both Hall and University regulations governing the use of computing facilities. University regulations can be obtained from Oxford University IT Services and are posted at <https://www.it.ox.ac.uk/rules>.
- 1.2. The Dean or Junior Deans may instigate disciplinary proceedings if warranted and may impose fines on, or withdraw network and IT 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 Hall Disciplinary Committee. In some circumstances, junior members may be subject to criminal proceedings in the event of computer misuse.
- 1.3. IT facilities are provided to junior members only for academic and administrative purposes that are related to Hall and University activities. Junior members have no right to use IT facilities for any other purposes.
- 1.4. Junior members must not use IT facilities to access, store, print, process or transmit offensive or abusive material, or for commercial or illegal purposes.
- 1.5. Junior members are bound by the general law including the provisions of the Copyright, Designs and Patents Act 1988, the Data Protection Act 2018, the General Data Protection Regulations 2016 and the Computer Misuse Act 1990.
- 1.6. Duplication of software licensed to the Hall is forbidden.
- 1.7. The Hall accepts no liability for loss of data or consequential damage arising from use of IT facilities.
- 1.8. The Hall accepts no liability for loss of network connectivity. The Hall will endeavour to give at least one day's notice of withdrawal of services arising from repair or maintenance of IT facilities.
- 1.9. For network security purposes, and in order to investigate breaches of the computing regulations, the Hall reserves the right to monitor network access by users and restrict the use of any computer connected to the network.
- 1.10. Access to network services or IT Suite accounts may be suspended 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.
2. IT Suite and Library
- 2.1. Junior members must not install software on Hall computers, or change system settings or interfere with any equipment or materials that are the property of the Hall or its contractors. Any computer malfunction must be reported to the Bursar.
- 2.2. A Hall computer account may be used only by the designated user. Junior members must not divulge their passwords to other users.

- 2.3. 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.
- 2.4. Personal belongings and Hall library books should not be left unattended in the IT Suite and may be removed by Hall staff.
- 2.5. IT facilities are provided for the benefit of all members of the Hall. Users should vacate workstations promptly if required by staff or by other users requiring access to a specific programme or facility. Complaints against unjustifiably protracted or excessive use of IT facilities should be referred to a Junior Dean.
- 2.6. The playing of games or use of streaming video or audio on Hall computer equipment is forbidden.

3. Personal Computer Equipment

- 3.1. The Hall 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.
- 3.2. 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 Hall or personal computer equipment by unauthorised persons.
- 3.3. Where provided, use of an Ethernet socket in Hall residential accommodation is confined to the authorised resident. Only computer equipment that is registered with the Hall may be installed on the network.
- 3.4. Only a single Ethernet card may be connected to an Ethernet socket. The use of routers, switches or hubs is forbidden.
- 3.5. The use of wireless access points other than communal wireless access points provided by the Hall in any networked accommodation is forbidden.
- 3.6. All network equipment must be set to have an IP address assigned by the Hall DHCP Server. Static IP addresses must not be configured, and disciplinary sanctions may be applied to persons who use static IP addresses, including permanent withdrawal of Hall IT facilities, unless they have special reasons to do so and have first obtained the express permission of the Bursar.
- 3.7. 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.

- 3.8. Junior members must install a fully licensed anti-virus programme on their personal computer. Operating system patches and anti-virus updates must be installed as soon as they become available.
- 3.9. Junior members should seek the advice of the Bursar before using file sharing or port sharing P2P (peer to peer) programmes, Torrent programmes and film/television/music streaming/downloading services. The use of such programmes may be illegal or, where legal, may be subject to regulation and restriction to prevent excessive use of bandwidth for purposes unconnected with Hall or University activities.
- 3.10. The use of VOIP programmes including Skype must be configured in accordance with regulations laid down by Oxford University IT Services at www.oucs.ox.ac.uk/network/voip/index.xml?ID=skype.
- 3.11. The use of social networking sites such as Facebook, Twitter and YouTube, including any material posted on such websites, or posted to blogs, or posted to comments boards, is subject to Hall discipline. Students who use University or Hall 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 Hall's and University's regulations. Further information is available from the Proctors' Office.
- 3.12. Wireless access is available. Eduroam is available in the majority of both buildings: www.oucs.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: www.oucs.ox.ac.uk/network/remote/.
4. Hall website
 - 4.1. The Hall website is www.st-benets.ox.ac.uk.
 - 4.2. Access to the intranet is via the homepage and requires the same username and password as used to gain access to the Meal App.
5. Email

All junior members are required to check their email accounts at least once a day during term time. Emails sent to junior members are deemed to have been read 24 hours after sending.
6. Mailing lists
 - 6.1. The Hall maintains a number of email lists on the University mailing list system, operated by IT Services. These lists are administered by the Bursar and Junior Deans. At the beginning of each academic year an updated email policy document will be circulated to all members enumerating the Hall email lists and explaining their use.
 - 6.2. Unauthorised emails may not be circulated via the mailing lists without prior approval.

- 6.3. Junior members wishing to circulate an appropriate message to the Joint Common Room should forward their message to the JCR President for approval and sending.
- 6.4. Unauthorised use of the mailing list system is subject to the disciplinary procedures outlined in this Handbook.

32. APPENDIX X: ST BENET'S HALL STUDENT-COLLEGE CONTRACT

1. Introduction

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

2. University and College Membership

- 2.1. The continuing relationship between you and the College is linked to your continuing relationship with the University. You agree as part of the College Contract to abide by the rules and regulations of the University, as amended from time to time in the course of your studies.
- 2.2. Once you become a member of the University by matriculation, your membership of the College will be conditional upon your remaining a member of the University. If you are subjected by the University to suspension or other sanctions, the College may also impose similar or other appropriate sanctions.
- 2.3. It is not possible for all the regulations governing your relationship with the College to be reproduced here in full. Most of them will be set out in the documents referred to in this document, namely the College Handbook and accommodation contract or licence agreement, which will be provided to you. The contents of these documents together with the College Statutes and Bylaws, as amended from time to time in the course of your studies, form part of the College Contract. You should read them, and any subsequent amendments made to them, in the form, whether electronic or hard copy, in which they are made available.

3. Undertakings by the College

- 3.1. Undergraduates
 - 3.1.1. Teaching. The College will make such teaching provision for undergraduate students as it reasonably decides is necessary for their courses of study, taking account of any relevant departmental norms. Teaching may include tutorials, classes and seminars, and may be carried out by tutors or other fellows or lecturers of the College, or by any other persons considered by the College to be suitably qualified. Teaching provision for specialist options is subject to availability and may not be provided in all cases. Given the variation in courses of study, it is not possible to specify a minimum amount of teaching for undergraduates in all subjects.

- 3.1.2. Library and IT facilities. The College will provide library and IT facilities in connection with your studies and on the conditions and at the times set out in the College Handbook 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.
- 3.1.3. Residential accommodation. The College will maintain a stock of residential accommodation that may be provided to you in connection with your studies and on the terms and conditions and in accordance with the procedures set out in the College Handbook or equivalent document, and/or accommodation contract or licence agreement, which may vary from year to year. The College will normally provide accommodation for first year undergraduates, and will observe any undertakings given in its prospectus.
- 3.2. Graduates
The College will provide such support for graduate students as it reasonably decides to be necessary in connection with their pursuit of a course of studies at Oxford.
- 3.3. Undergraduates and Graduates
- 3.3.1. Meals. The College will provide meals on the terms and conditions set out in the College Handbook, which may vary from time to time. Reasonable notice will be given where possible of any occasions on which meals will not be available.

4. Your Undertakings

- 4.1. You undertake to abide by the regulations of the College as set out in the College Handbook, or equivalent document, including regulations concerning study, payment of fees and charges and residence. Failure to abide by these regulations may lead to the imposition of disciplinary measures, which may include suspension or expulsion. Procedures for disciplinary measures are explained in detail in the College Handbook or equivalent document or website.
- 4.2. Study. You undertake to pursue satisfactorily such studies as are required of you by any tutor, fellow or lecturer, or other qualified person, assigned by the College (or University as the case may be) to teach you. For this purpose, studies include the reading of materials, carrying out prescribed activities such as practicals, the completion of written work, attendance in tutorials and classes and lectures, and the sitting of University and internal College examinations.
- 4.3. Fees and charges. You undertake to pay the fees and charges due to the University and to the College which, after consultation with students (in so far as concerns College charges), may vary from year to year and to provide any guarantee or security for the payment of such fees as the College may require. The College will collect University fees and transmit them to the University.
- 4.4. Residence. You undertake to comply with the University residence requirements.

5. Personal Data

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

6. **Jurisdiction**

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

SIGNED for and on behalf of ST BENET'S HALL IN THE UNIVERSITY OF OXFORD

Name: Dr. Bernard Gowers

Position: Senior Tutor

Signature:

Date: _____

SIGNED by the STUDENT

Name: _____

Signature:

Date: _____

(October 2021)

33. APPENDIX XI: RESIDENTIAL LICENCE AGREEMENT (UNDERGRADUATES)

The Hall agrees to grant and the Student agrees to take a licence of the Accommodation for the Licence Period on the conditions set out in this licence agreement, in the Hall's General Information and Rules and the Fees & Charges papers for 2021-22.

1. **Definitions**

Accommodation	A Hall room to be allocated to the Student by the Hall
Accommodation Contents	The fixtures and fittings as found in the room on taking up occupancy
Contents	The Accommodation and Hall contents
Common Parts	Any shared facility in the Hall such as kitchen, bathroom, common or other rooms.
Hall Contents	The fixtures fittings and equipment at the Hall which are for students' use but which are not allocated to any student's room.
Payment Dates	Battels will need to be paid on or before the Friday of 1 st week of each term You may receive an additional battels invoice at the end of Trinity Term and this needs to be paid by the date specified on the invoice-
Rent	As advertised in the Hall's Table of Charges
Rights	to occupy the Accommodation during the Licence Period to use the Contents to use the Common Parts to use the Services (e) to use the Hall's dining facilities (additional charges apply)
Services	repair of the Hall lighting and heating of the Hall providing hot and cold running water to the Accommodation and/or Common Parts providing an electricity supply to the Accommodation disposal of rubbish deposited in proper receptacles (f) cleaning of the Accommodation and the Common Parts

Licence Period	Michaelmas Term starting at 2.00 pm on Sunday 0 th week and ending at 10.00 am on Saturday 8 th week and
	Hilary Term starting at 2.00 pm on Thursday 0 th week and ending at 10.00 am on Saturday 8 th week and
	Trinity Term starting at 2.00 pm on Thursday 0 th week and ending at 10.00 am on Saturday 8 th week.

In this licence agreement “Hall” includes all buildings belonging or leased to the Hall for use as student residences and not just the main Hall building whose address is given on the first page of this licence agreement.

2. **The Hall’s Obligations**

- 2.1. To provide the Services.
- 2.2. Except in the case of an emergency, for disrepair reported by the Student (or other matter preventing the Accommodation from being used), for routine cleaning and supervision of cleaning to give the Student at least 7 days’ notice prior to entering the Accommodation during term-time, and not to interrupt the Student’s occupation of the Accommodation more than is reasonably necessary.
- 2.3. Not to disclose personal information obtained from the Student except as permitted by clause 1.35 of this licence agreement or where there is serious risk of harm to the Student to others or the Hall’s property.
- 2.4. To make available to the Student for inspection by prior arrangement the Hall’s:
 - Portable Appliance Testing (PAT) policy
 - Fault reporting and emergency procedures for use of the Hall laundry
 - The Universities UK Code of Practice for the Management of Student Housing
- 2.5. Before the end of the first week of the licence period the Hall will provide the Student with information and advice on all matters pertaining to the welfare and safety of students.
- 2.6. To give a receipt for any of the Student’s property that is confiscated under the terms of this licence agreement.
- 2.7. Maintain any equipment and facilities in the Hall Common Parts in good order and to ensure clear and appropriate instructions for use are given for any equipment which the Student needs to operate in the Hall.

3. **Student’s Obligations**

- 3.1. To pay the Rent to the Hall in advance on or before the Payment Dates.
- 3.2. To check the accommodation and contents and report any problems to the Hall’s Bursar within 7 days of the start of the Licence Period.

- 3.3. To keep the Accommodation, the Accommodation Contents and (jointly with other students) the Hall Contents and the Common Parts in a clean and tidy condition and not to damage them.
- 3.4. At the end of the Licence Period to leave the Accommodation (in a clean and tidy condition and clear of all rubbish and personal belongings) and to return to the Hall the keys to the Accommodation.
- 3.5. To allow the Hall, 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 or where the need for repair (or any other matter affecting the suitability of the Accommodation for habitation) was reported by the Student, but otherwise the Hall will aim to give 7 days prior notice for planned maintenance work and 24 hours prior notice for other purposes.
- 3.6. To comply with all applicable legislation to avoid the Student's actions or negligence having an adverse effect on the Hall or The University of Oxford or on the owners or occupiers of nearby property or on members of the public.
- 3.7. To comply with The University of Oxford's Regulations and with the Hall's General Information and Rules and the Fees & Charges papers for 2017-18 previously made available to the Student.
- 3.8. To report to the Hall any damage or want of repair at the Hall or failure of the Services as soon as reasonably practicable and in any event within 24 hours of becoming aware of it.
- 3.9. To pay to the Hall all costs reasonably incurred in enforcing the Student's obligations in this licence agreement or arising from a breach of them (including an interest charge of 4% per month where payment of Rent is overdue unless alternative arrangement has been made with the Bursar).
- 3.10. Where damage or loss occurs at the Hall and it is not possible for the Hall (acting reasonably) to ascertain who is at fault, to pay a fair and reasonable proportion of the cost of repairing the damage or reinstating the loss.
- 3.11. Promptly to send to the Hall a copy of any communication the Student receives which is likely to affect the Hall.
- 3.12. Not to alter, add to or do anything which may cause damage to the electrical installation or equipment in the Hall or which may be a fire risk or in any other way put the health and safety or security of others or the Hall's or other people's property at risk. Any portable appliance must comply with the Hall's Electrical Regulations. The Student must within 3 days of request either provide a safety certificate for, or remove from the Accommodation, any appliance which in the Hall's reasonable opinion, is unsafe otherwise the Hall may remove it without further notice to the Student and return it to the Student at the end of the Licence Period.
- 3.13. If the Accommodation is on the ground 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.

- 3.14. To comply with the Hall's environmental policy and in particular (a) to take reasonable steps to avoid wasting fuel (e.g. by turning off lights and electrical equipment when not in use) or water and (b) participate in any waste recycling schemes operated by the Hall or by others.
- 3.15. Not to put anything harmful, or which is likely to cause blockage, in any pipes or drains.
- 3.16. Not to remove from, affix to, change, damage or attempt to repair the structure or decorative finish of any part of the Hall or the Contents.
- 3.17. Not to display any flags, banners or emblems or other decorations inside or outside of the premises without the permission of the Bursar.
- 3.18. Not to bring additional furniture (including items such as fridges and cookers) into the Hall without the Bursar's prior written consent.
- 3.19. Not to use the Accommodation for any other purpose other than as a study bedroom.
- 3.20. Not to share the Accommodation or sub-let it or transfer occupancy to any person. Occasional overnight visitors are allowed on the conditions set out in the Hall's General Information and Rules.
- 3.21. Visitors to Hall will not be admitted after 10.00 pm or before 9.00 am. All guests must depart by 11.00pm.
- 3.22. Not to cause any nuisance, offence, disruption, harassment or persistent disturbance to others and not to cause any obstruction of the Common Parts.
- 3.23. Not to add to or change the telephone services to the Accommodation without the Hall's prior written consent and not to add to or change the information technology services installation or supply in the Accommodation.
- 3.24. Not to bring into the Hall any animal unless it is an aid for a person with a disability.
- 3.25. Not to keep any vehicle or vehicle parts in any part of Hall other than bicycles in the designated cycle areas or mobility assistance vehicles.
- 3.26. Where the Student becomes aware of any intruder or damage to the Hall caused by an intruder, to report the incident to the Hall's Office immediately or as soon as reasonably practicable.
- 3.27. Students are responsible for ensuring that they have a suitable licence if they download or watch BBC programmes (including on iPlayer, All4, Sky Go and YouTube). The Hall has a communal TV licence which covers the public areas of the Hall. It does not cover students' bedrooms. Students may be covered by their parents TV licence if the parents' address is covered by a TV licence, their TV receiving equipment (eg laptop) is powered by its own internal batteries and it is not connected to an aerial or the mains electricity.
- 3.28. Each student is responsible for his or her own insurance cover in respect of his or her own belongings and personal items.

4. **Other Conditions**

- 4.1. The Student is responsible for the conduct of any invited visitor(s).
- 4.2. The Student hereby authorises the Hall to use his or her personal data for all lawful purposes in connection with this licence agreement (including debt recovery, crime

prevention, allocating rooms or where there is a serious risk of harm to the Student or to others or to the Hall's property) and all matters arising from the Student's membership of the Hall and The University of Oxford.

- 4.3. The Hall may temporarily suspend use of the Common Parts if they are not kept in a clean and tidy condition by the students using them.
- 4.4. This licence agreement does not affect the disciplinary powers of the Hall or of the University of Oxford.
- 4.5. The Hall is entitled, at the Student'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 Student on the termination of this licence agreement. The Hall is entitled to remove any item left in Hall by the Student at the end of the Licence Period and shall not be obliged to return it to the Student.
- 4.6. This licence agreement is a student licence under paragraph 8 of Schedule 1 to the Housing Act 1988 (but will operate as a licence where the Accommodation is designated for sharing, and is shared, with another student).
- 4.7. Notices under this licence agreement must be in writing (which includes email) and the Hall's address for service is given on the first page of this licence agreement.
- 4.8. This licence agreement is not intended to confer any benefit to anyone who is not party to it.
- 4.9. This licence agreement and the policies referred to in it (together with Hall's Handbook and the Table of Charges for 2018-19) contains all the terms agreed to by the Hall and the Student at the time it comes into effect and any variation to the terms will only be effective if agreed between the Student and the Hall's Bursar. The Hall will confirm any agreed variation to the Student in writing at the time the variation is made.

5. Termination of this Licence Agreement

- 5.1. The Hall may terminate this licence agreement at any time by serving written notice on the Student if:
- 5.2. Any payment is overdue by 21 days or more or
- 5.3. The Student is in serious or persistent breach of any of the Student's obligations or
- 5.4. The Student does not have status as a member of the Hall or of the University of Oxford or
- 5.5. In the reasonable opinion of the Hall the health or behaviour of the Student constitutes a serious risk to him/herself or others or the Hall's or other people's property.
- 5.6. The Student may only terminate this licence agreement in accordance with this clause, and will remain liable for the Rent until:
- 5.7. the Student has given written notice to the Hall's Bursar that they wish to leave **and**
- 5.8.** the Student makes payment for, or puts right, to the Hall's reasonable satisfaction any breach of the Student's obligations in this licence agreement **and**
- 5.9. a replacement student or Hall member who is reasonably satisfactory to the Hall as a tenant and who is not already a tenant of the Hall enters into a licence agreement with

the Hall (the Hall will assist the Student in finding a replacement, but does not guarantee it will be able to find one).

- 5.10. Conditions (b) and (c) in the previous clause shall not apply if the Student is able to show that the reason for termination is a serious or persistent breach of the Hall's obligations in this licence agreement. For the avoidance of doubt, the Hall will make vacated rooms available to other students for room transfers, but room swaps will not be treated as replacements and refunds of Rent will only be given where the void in the Hall caused by the Student's early departure has been filled and there is no loss to the Hall. The Hall shall be entitled to fill any rooms which are already vacant before allocating people on its waiting list to the Accommodation.
- 5.11. If this licence agreement is terminated early by either the Hall or the Student the Hall will refund a fair proportion of pre-paid Rent (after making any proper deductions to cover its losses) as soon as possible after the termination becomes effective but pre-paid Rent will only be refunded for the period where the void in the Residence caused by the Student's early departure has been filled and there is no loss to the Hall.
- 5.12. If this licence agreement is terminated early the Hall will refund to the Student a fair proportion of pre-paid Rent as soon as possible after the termination becomes effective but if the Hall terminates under clause 4.2 pre-paid Rent will only be refunded for the period for which the Hall is able to, and after it has, re-let the Accommodation.
- 5.13. The Hall reserves the right to relocate the Student to alternative accommodation during the Licence Period where it is reasonable to do so but unless the reason for relocation is because the Student is in breach of one or more of their obligations in this licence agreement the Student will have the right to terminate this licence agreement (without having to comply with the conditions in clause 4.3) as an alternative to relocating.
- 5.14. The Hall's acceptance of the keys at any time shall not in itself be effective to terminate this licence agreement while any part of the Licence Period remains unexpired.

6. Shared Room Contracts

- 6.1. Where the Accommodation is designated for occupancy by more than one person, this clause 6 applies but not otherwise.
- 6.2. Each occupier will have a separate agreement with the Hall on substantially the same terms.
- 6.3. This agreement takes effect as a licence to occupy and not as a student licence. References to "licence agreement" and "rent" shall be read as references to "licence agreement" and "licence fee".
- 6.4. Where damage or loss occurs at the Accommodation and it is not possible for the Hall (acting reasonably) to ascertain who is at fault, to pay a fair and reasonable proportion of the cost of repairing the damage or reinstating the loss.
- 6.5. If the Student becomes the sole occupier of the accommodation, the Hall may require the Student to move to a room designated for single occupancy. Unless the Hall requires a sole occupier to move to a single room, then the Student may remain alone

in the Accommodation but in these circumstances the Student will be charged the standard single room rent until such time as double occupancy is resumed.

- 6.6. The Hall may introduce a second student to the Accommodation if it is in single occupancy and will use reasonable endeavours to give reasonable notice to the student in occupation of its intention to do so. Rent will revert to the rate for a shared room when a second student begins occupation. Clause 4.3 applies to students wishing to leave shared accommodation, but refunds of Rent will only be given to students who have left a shared room when a replacement sharing student begins occupation.
- 6.7. The Hall shall not be obliged to relocate either student in the event that sharing students do not get on with each other, but will treat transfer requests sympathetically in such circumstances. Students in shared rooms have the same rights to terminate their licence agreements as students in single rooms.
- 6.8. Students in shared rooms will show the utmost respect for the other occupier of the Accommodation and for their belongings. The rights of the sharing students are equal and neither has precedence or preference over the other.

34. APPENDIX XII: RESIDENTIAL LICENCE AGREEMENT (GRADUATES)

St Benet's Hall (the Hall) agrees to grant and the Student agrees to take a licence of the Accommodation for the Licence Period on the conditions set out in this licence agreement, in the Hall's General Information and Rules and the Fees & Charges papers for 2021/2022.

1. **Definitions**

Accommodation	A Hall room to be allocated to the Student by the Hall
Accommodation Contents	The fixtures and fittings as found in the room on taking up occupancy
Contents	The Accommodation and Hall contents
Common Parts	Any shared facility in the Hall such as kitchen, bathroom, common or other rooms.
Hall Contents	The fixtures fittings and equipment at the Hall which are for students' use but which are not allocated to any student's room.
Payment Dates	Battels will need to be paid on or before the Friday of 1 st week of each term You may receive an additional battels invoice at the end of Trinity Term and this needs to be paid by the date specified on the invoice-
Rent	As advertised in the Hall's Table of Charges
Rights	to occupy the Accommodation during the Licence Period to use the Contents to use the Common Parts to use the Services (e) to use the Hall's dining facilities (additional charges apply)
Services	repair of the Hall lighting and heating of the Hall providing hot and cold running water to the Accommodation and/or Common Parts providing an electricity supply to the Accommodation disposal of rubbish deposited in proper receptacles (f) cleaning of the Accommodation and the Common Parts
Licence Period	Starting at 2 pm on Sunday -1th week Michaelmas Term and ending at 10 am on Saturday 9 th week Trinity Term but excluding the two week Christmas closure and Good Friday to Easter Monday when the Hall is closed. The Licence Period can be altered as agreed in writing with the Hall's Bursar.

In this licence agreement “Hall” includes all buildings belonging or leased to the Hall for use as student residences and not just the main Hall building whose address is given on the first page of this licence agreement.

2. The Hall’s Obligations

- 2.1. To provide the Services.
- 2.2. Except in the case of an emergency, for disrepair reported by the Student (or other matter preventing the Accommodation from being used), for routine cleaning and supervision of cleaning to give the Student at least 7 days’ notice prior to entering the Accommodation during term-time and not to interrupt the Student’s occupation of the Accommodation more than is reasonably necessary.
- 2.3. Not to disclose personal information obtained from the Student except as permitted by clause 2.2 of this licence agreement or where there is serious risk of harm to the Student to others or the Hall’s property.
- 2.4. To make available to the Student for inspection by prior arrangement the Hall’s:
 - Portable Appliance Testing (PAT) Regulations
 - The Universities UK Code of Practice for the Management of Student Housing
- 2.5. Before the end of the first week of the licence period the Hall will provide the Student with information and advice on all matters pertaining to the welfare and safety of students.
- 2.6. To give a receipt for any of the Student’s property that is confiscated under the terms of this licence agreement.
- 2.7. Maintain any equipment and facilities in the Hall Common Parts in good order and to ensure clear and appropriate instructions for use are given for any equipment which the Student needs to operate in the Hall.

3. Student’s Obligations

- 3.1. To pay the Rent to the Hall in advance on or before the Payment Dates.
- 3.2. To check the accommodation and contents and report any problems to the Hall’s Bursar within 7 days of the start of the Licence Period.
- 3.3. To keep the Accommodation, the Accommodation Contents and (jointly with other students) the Hall Contents and the Common Parts in a clean and tidy condition and not to damage them.
- 3.4. At the end of the Licence Period to leave the Accommodation (in a clean and tidy condition and clear of all rubbish and personal belongings) and to return to the Hall the key fobs to the Accommodation.
- 3.5. To allow the Hall, 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 or where the need for repair (or any other matter affecting the suitability of the Accommodation for habitation) was

- reported by the Student, but otherwise the Hall will aim to give 7 days prior notice for planned maintenance work and 24 hours prior notice for other purposes.
- 3.6. To comply with all applicable legislation to avoid the Student's actions or negligence having an adverse effect on the Hall or The University of Oxford or on the owners or occupiers of nearby property or on members of the public.
 - 3.7. To comply with The University of Oxford's Regulations and with the Hall's General Information and Rules and the Fees & Charges papers for 2017/18 previously made available to the Student.
 - 3.8. To report to the Hall any damage or want of repair at the Hall or failure of the Services as soon as reasonably practicable and in any event within 24 hours of becoming aware of it.
 - 3.9. To pay to the Hall all costs reasonably incurred in enforcing the Student's obligations in this licence agreement or arising from a breach of them (including an interest charge of 4% per month where payment of Rent is overdue unless alternative arrangement has been made with the Bursar).
 - 3.10. Where damage or loss occurs at the Hall and it is not possible for the Hall (acting reasonably) to ascertain who is at fault, to pay a fair and reasonable proportion of the cost of repairing the damage or reinstating the loss.
 - 3.11. Promptly to send to the Hall a copy of any communication the Student receives which is likely to affect the Hall.
 - 3.12. Not to alter, add to or do anything which may cause damage to the electrical installation or equipment in the Hall or which may be a fire risk or in any other way put the health and safety or security of others or the Hall's or other people's property at risk. Any portable appliance must comply with the Hall's Electrical Regulations. The Student must within 3 days of request either provide a safety certificate for, or remove from the Accommodation, any appliance which in the Hall's reasonable opinion, is unsafe otherwise the Hall may remove it without further notice to the Student and return it to the Student at the end of the Licence Period.
 - 3.13. If the Accommodation is on the ground 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.
 - 3.14. To comply with the Hall's environmental policy and in particular (a) to take reasonable steps to avoid wasting fuel (e.g. by turning off lights and electrical equipment when not in use) or water and (b) participate in any waste recycling schemes operated by the Hall or by others.
 - 3.15. Not to put anything harmful, or which is likely to cause blockage, in any pipes or drains.
 - 3.16. Not to remove from, affix to, change, damage or attempt to repair the structure or decorative finish of any part of the Hall or the Contents.
 - 3.17. Not to display any flags, banners or emblems or other decorations inside or outside of the premises without the permission of the Bursar.
 - 3.18. Not to bring additional furniture (including items such as fridges and cookers) into the Hall without the Bursar's prior written consent.

- 3.19. Not to use the Accommodation for any other purpose other than as a study bedroom.
- 3.20. Not to share the Accommodation or sub-let it or transfer occupancy to any person. Occasional overnight visitors are allowed on the conditions set out in the Hall's General Information and Rules.
- 3.21. Visitors to Hall will not be admitted after 10.00 pm or before 9.00 am. All guests must depart by 11.00pm.
- 3.22. Not to cause any nuisance, offence, disruption, harassment or persistent disturbance to others and not to cause any obstruction of the Common Parts.
- 3.23. Not to add to or change the telephone services to the Accommodation without the Hall's prior written consent and not to add to or change the information technology services installation or supply in the Accommodation.
- 3.24. Not to bring into the Hall any animal unless it is an aid for a person with a disability.
- 3.25. Not to keep any vehicle or vehicle parts in any part of Hall other than bicycles in the designated cycle areas or mobility assistance vehicles.
- 3.26. Where the Student becomes aware of any intruder or damage to the Hall caused by an intruder, to report the incident to the Hall's Office immediately or as soon as reasonably practicable. Students are responsible for ensuring that they have a suitable licence if they download or watch BBC programmes (including on iPlayer, All4, Sky Go and YouTube). The Hall has a communal TV licence which covers the public areas of the Hall. It does not cover students' bedrooms. Students may be covered by their parents TV licence if the parents' address is covered by a TV licence, their TV receiving equipment (eg laptop) is powered by its own internal batteries and it is not connected to an aerial or the mains electricity.
- 3.27. Each student is responsible for his or her own insurance cover in respect of his or her own belongings and personal items.

4. **Other Conditions**

- 4.1. The Student is responsible for the conduct of any invited visitor(s).
- 4.2. The Student hereby authorises the Hall to use his or her personal data for all lawful purposes in connection with this licence agreement (including debt recovery, crime prevention, allocating rooms or where there is a serious risk of harm to the Student or to others or to the Hall's property) and all matters arising from the Student's membership of the Hall and The University of Oxford.
- 4.3. The Hall may temporarily suspend use of the Common Parts if they are not kept in a clean and tidy condition by the students using them.
- 4.4. This licence agreement does not affect the disciplinary powers of the Hall or of the University of Oxford.
- 4.5. The Hall is entitled, at the Student'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 Student on the termination of this licence agreement. The Hall is entitled to remove any item left in

Hall by the Student at the end of the Licence Period and shall not be obliged to return it to the Student.

- 4.6. This licence agreement is a student licence under paragraph 8 of Schedule 1 to the Housing Act 1988 (but will operate as a licence where the Accommodation is designated for sharing, and is shared, with another student).
- 4.7. Notices under this licence agreement must be in writing (which includes email) and the Hall's address for service is given on the first page of this licence agreement.
- 4.8. This licence agreement is not intended to confer any benefit to anyone who is not party to it.
- 4.9. This licence agreement and the policies referred to in it (together with Hall's General Information and Rules and the Fees & Charges papers) contains all the terms agreed to by the Hall and the Student at the time it comes into effect and any variation to the terms will only be effective if agreed between the Student and the Hall's Accommodation Manager or Bursar. The Hall will confirm any agreed variation to the Student in writing at the time the variation is made.

5. **Termination of this Licence Agreement**

- 5.1. The Hall may terminate this licence agreement at any time by serving written notice on the Student if:
- 5.2. Any payment is overdue by 21 days or more or
- 5.3. The Student is in serious or persistent breach of any of the Student's obligations or
- 5.4. The Student does not have status as a member of the Hall or of the University of Oxford or
- 5.5. In the reasonable opinion of the Hall the health or behaviour of the Student constitutes a serious risk to him/herself or others or the Hall's or other people's property.
- 5.6. The Student may only terminate this licence agreement in accordance with this clause, and will remain liable for the Rent until:
- 5.7. the Student has given written notice to the Hall's Bursar that they wish to leave **and**
- 5.8. the Student makes payment for, or puts right, to the Hall's reasonable satisfaction any breach of the Student's obligations in this licence agreement **and**
- 5.9. a replacement student or Hall member who is reasonably satisfactory to the Hall as a tenant and who is not already a tenant of the Hall enters into a licence agreement with the Hall (the Hall will assist the Student in finding a replacement, but does not guarantee it will be able to find one).
- 5.10. Conditions (b) and (c) in the previous clause shall not apply if the Student is able to show that the reason for termination is a serious or persistent breach of the Hall's obligations in this licence agreement. For the avoidance of doubt, the Hall will make vacated rooms available to other students for room transfers, but room swaps will not be treated as replacements and refunds of Rent will only be given where the void in the Hall caused by the Student's early departure has been filled and there is no loss to the Hall. The Hall shall be entitled to fill any rooms which are already vacant before allocating people on its waiting list to the Accommodation.

- 5.11. If this licence agreement is terminated early by either the Hall or the Student the Hall will refund a fair proportion of pre-paid Rent (after making any proper deductions to cover its losses) as soon as possible after the termination becomes effective but pre-paid Rent will only be refunded for the period where the void in the Residence caused by the Student's early departure has been filled and there is no loss to the Hall.
- 5.12. If this licence agreement is terminated early the Hall will refund to the Student a fair proportion of pre-paid Rent as soon as possible after the termination becomes effective but if the Hall terminates under clause 4.2 pre-paid Rent will only be refunded for the period for which the Hall is able to, and after it has, re-let the Accommodation.
- 5.13. The Hall reserves the right to relocate the Student to alternative accommodation during the Licence Period where it is reasonable to do so but unless the reason for relocation is because the Student is in breach of one or more of their obligations in this licence agreement the Student will have the right to terminate this licence agreement (without having to comply with the conditions in clause 4.3) as an alternative to relocating.
- 5.14. The Hall's acceptance of the key fobs at any time shall not in itself be effective to terminate this licence agreement while any part of the Licence Period remains unexpired.

6. Shared Room Contracts

- 6.1. Where the Accommodation is designated for occupancy by more than one person, this clause 4 applies but not otherwise.
- 6.2. Each occupier will have a separate agreement with the Hall on substantially the same terms.
- 6.3. This agreement takes effect as a licence to occupy and not as a student licence. References to "licence agreement" and "rent" shall be read as references to "licence agreement" and "licence fee".
- 6.4. Where damage or loss occurs at the Accommodation and it is not possible for the Hall (acting reasonably) to ascertain who is at fault, to pay a fair and reasonable proportion of the cost of repairing the damage or reinstating the loss.
- 6.5. If the Student becomes the sole occupier of the accommodation, the Hall may require the Student to move to a room designated for single occupancy. Unless the Hall requires a sole occupier to move to a single room, then the Student may remain alone in the Accommodation but in these circumstances the Student will be charged the standard single room rent until such time as double occupancy is resumed.
- 6.6. The Hall may introduce a second student to the Accommodation if it is in single occupancy and will use reasonable endeavours to give reasonable notice to the student in occupation of its intention to do so. Rent will revert to the rate for a shared room when a second student begins occupation. Clause 4.3 applies to students wishing to leave shared accommodation, but refunds of Rent will only be given to students who have left a shared room when a replacement sharing student begins occupation.

- 6.7. The Hall shall not be obliged to relocate either student in the event that sharing students do not get on with each other, but will treat transfer requests sympathetically in such circumstances. Students in shared rooms have the same rights to terminate their licence agreements as students in single rooms.
- 6.8. Students in shared rooms will show the utmost respect for the other occupier of the Accommodation and for their belongings. The rights of the sharing students are equal and neither has precedence or preference over the other.

35. APPENDIX XIII: ST BENET'S HALL HEALTH & SAFETY POLICY

This policy recognises and interprets responsibility for health, safety and well-being of the community as outlined in the Ampleforth Abbey Trustees Health and Safety Policy Statement, as amended for St Benet's Hall (SBH).

It is our policy to:

- Maintain a health and safety framework that guides and supports everyone in fulfilling their responsibilities for fire, health and safety
- Outline the responsibilities and arrangements we have for complying with fire, health and safety obligations
- Endeavour to comply with relevant fire, health and safety legal duties
- Identify and prioritise areas of risk and plan for their effective management
- Seek competent professional advice, guidance and support
- Undertake regular reviews of fire, health and safety performance
- Learn from accidents and incidents
- Consult with the SBH community on matters affecting fire, health and safety
- Employ staff and third parties who are suitable and competent
- Provide information, instruction and training which enable the community to undertake tasks safely
- Provide sufficient resources for this policy to be met
- Review and if necessary amend this policy annually or when significant changes occur

Responsibilities For Health And Safety

The Master has responsibility for making sure health and safety obligations are met. They delegate operational responsibility through the existing management structure. They endeavour to ensure that sufficient resources are made available.

The Master reports periodically on fire, health and safety performance to the St Benet's Trust.

Health and safety is the responsibility of all employees of St Benet's Hall.

In particular, all are required to identify and report hazards, accidents and near-misses to the Hall management who must ensure that remedial action is taken.

Everyone associated with the Hall has a safety responsibility and each is required to:

- Co-operate on fire, health and safety matters
- Take care of their own health and safety and that of others
- Report fire, health and safety concerns as soon as possible, as well as accidents and near-misses
- Comply with our policies and procedures

In addition, everyone is reminded that they must not misuse equipment provided, nor interfere with arrangements made in the interests of fire, health and safety.

Staff involvement in health and safety - Staff consultation on fire safety and general health and safety is achieved through the community and existing management structures.

In the first instance, staff are encouraged to raise any fire or health and safety concerns with the Hall management. Staff may also refer such matters to the Master.

Health and Safety is a standing agenda item on all Hall management meetings.

Health and safety rules

Introduction

Failure to comply with these rules may jeopardise the safety of other people, and may lead to disciplinary action.

Accidents and work related illness

- All injuries, accidents and cases of work related illness, must be reported to, and investigated by, the Bursar
- Medical conditions, medications or other factors, such as fatigue, which could affect ability to undertake work safely must be reported to the Bursar
- No substance is to be taken which could compromise ability to work safely

Electrical safety

- Check electrical equipment for any defects or signs of damage prior to use: if unsafe withdraw from use
- Do not use electrical equipment in wet or damp atmospheres, unless the equipment is specifically designed for use in these areas
- Do not overload electrical sockets
- Switch off electrical appliances when not in use
- Do not carry out repairs on electrical equipment unless competent and authorised

Food and catering safety

- Follow good hygiene practices and the requirements of food safety
- Wear clean aprons whilst preparing and serving food
- Wear flat or low heeled non slip shoes which fully enclose toes
- Cover cuts, burns, spots or boils with detectable (blue or red), waterproof plaster
- Do not wear jewellery whilst preparing food unless covered by detectable plaster
- Inform supervisor if suffering from sickness and/or diarrhoea; or if suffering from, or have been in contact with, a person who is suffering from:

Typhoid, Para-Typhoid, Dysentery, Salmonella, or any other food poisoning illness

Fire safety and Evacuation Procedure

- Follow it when the fire alarm is raised
- Understand the evacuation procedure for your area
- Do not prop open fire doors
- Do not damage or misuse fire fighting equipment and report any defects
- Do not obstruct walkways and exit routes
- Ensure that fire exit doors can be opened
- Use good quality candles, keep them away from combustible materials and act responsibly where and when they are to be used

Harmful substances

- The safe handling of substances marked as hazardous or harmful requires competence
- Never keep or transfer a harmful substance into a container if it is not correctly labelled
- Always return harmful substances to their designated storage area

Lone working

- Never work alone on tasks identified by risk assessment as requiring more than one person to be present
- Ensure that someone knows where and when work is being done alone
- Concerns about lone working situations must be raised with the Bursar.

Machinery and equipment safety

- Follow specific operating guidelines/instructions for the use of machinery and equipment
- Do not undertake repairs and maintenance on machinery and equipment unless competent and authorised

- Do not use machinery or equipment that is damaged, nor allow others to do so
- Report any defects

Moving and handling

- Follow the information, instruction and training regarding the safe way to move loads
- Do not underestimate the risk of injury
- Wear clothing and footwear that is suitable
- Never lift, move or carry anything unless it can be done safely and correctly: if not, seek assistance
- Reduce the weight of the load to be carried whenever possible
- Report any accidents immediately to the Bursar

Occupational health

- Immediately inform a supervisor if suffering from aches or pains as result of any repetitive tasks
- Report any medical condition if it is likely to be made worse by the nature of the tasks to be carried out
- Co-operate on any occupational health surveillance programme

Protective clothing and equipment

- Use protective clothing and equipment provided
- Keep protective clothing and equipment in good condition.
- Report immediately unsuitable, defective or lost items

Safety information, instruction and training

- Follow verbal or written safety instructions and requirements
- Observe safety signs and notices that are displayed
- Inform a supervisor if safety information, instruction or training is not understood
- Do not deface or remove any safety sign or information displayed

Security

- Follow security instructions which are given, either verbally or in writing
- Keep doors locked to prevent unauthorised access
- Report immediately issues concerning the security of people and property

Slips, trips and falls

- Keep your work area clear from obstructions and “slipping and tripping” hazards

- Never allow cables trailing across floors to be a tripping hazard
- Do not take short cuts across unmade or slippery surfaces
- Use handrails on flights of steps and staircases
- Clean up any spillage immediately or, place a warning sign in the area and report it
- Do not stand on chairs, desks or tables; use a 'hop up' or a stepladder or ladder
- Do not use a ladder or stepladder unless it is stable and safe to use
- Do not work off a ladder unless it is secured to prevent it from slipping
- Only undertake work at height if it has been risk assessed and it is safe to do so

Vehicles

- The Master, or any member of the Hall, is responsible for the safety and maintenance associated with his or her car, and for all matters relating to its use

Management arrangements for implementing health & safety

The Master and his or her team are required to implement, monitor and ensure the effectiveness of the fire and health and safety arrangements.

Computer Users

- 'Users' are defined under current legislation. In general 'users' are identified as staff who use equipment for at least an hour or more at a time on a daily basis
- A specific risk assessment is done of each workstation, taking into account the computer equipment, the furniture, the working environment and the user
- Staff are informed of the assessment on their own workstation.
- 'Users' have the opportunity for free eyesight tests and the assisted purchase of any non standard corrective lenses, when required specifically for using display screen equipment
- Students are responsible for their own workstations and must follow the Hall's Information Technology Policy and Regulations (SBH Handbook, Appendix IX)

COSHH – exposure to hazardous substances

- Risks to health from exposure to hazardous substances are risk assessed
- Those responsible for managing work likely to result in exposure to hazardous substances, are aware of the requirements for health and safety
- Equipment provided to control exposure to hazardous substances is maintained in effective working order and inspected in accordance with statutory requirements

Electrics

- Electrical installation and portable electrical appliances are inspected and maintained for safety
- Unsafe electrical equipment is to be removed
- No unauthorised electrical equipment is permitted

Events

- Events are authorised by the Master or Bursar subject to the completion of a suitable and sufficient risk assessment which demonstrates how fire safety and general health and safety controls are established and maintained

Expectant and new mothers

- A detailed risk assessment is carried out with any member of staff who informs us that she is an expectant mother
- The adjustments put into place for the expectant or new mother are suitable in the context of any medical conditions of which she has made us aware
- The risk assessment is reviewed periodically with the expectant or new mother to ensure that it takes account of any changing needs

External areas

- The outdoor space is safely accessible and free from slip hazards

Fire safety

- A fire risk assessment is carried out and significant remedial measures identified are implemented
- The assessments are reviewed annually or when there are significant changes
- Fire emergency action plans are established
- Fire evacuation drills are carried out termly
- People are trained in the emergency action plan
- Fire doors, fire alarms, emergency lighting, smoke detectors and fire extinguishers are checked and maintained
- Regular checks of fire escape routes are undertaken to ensure that they remain free of obstruction
- Fire records are kept up to date

First aid and accident reporting

- The provision of first aid assistance available is determined by risk assessment
- First aid kits are checked and replenished regularly

- Accident records are kept that comply with the Data Protection Act
- Accidents are reported, investigated and documented, taking into account the severity and loss potential of the incident, as well as the regulatory and insurance requirements
- Lessons learned are shared with staff and inform subsequent risk assessments
- All staff know the location of first aid kits and first aiders

Food safety

- Adequate food safety procedures are implemented in line with current Food Standards Agency guidelines
- Hygiene audits are carried out at regular intervals
- Food contact surfaces are in sound condition, clean and easy to disinfect
- All kitchen equipment and machinery is robust and in a good state of repair

General building & equipment maintenance

- The building, fittings and decorations are safely maintained
- Equipment is maintained and serviced
- Statutory safety inspections on equipment are carried out by competent engineers in line with the required schemes of inspection
- Work at height is only undertaken when no other method is available and it is safe to do so following completion of a risk assessment

General premises safety

- Fire, health and safety inspections are carried out regularly
- A documented procedure is in place for reporting damage or deficiencies
- Any area found to be unsafe will be isolated
- Boiler houses, plant rooms and store rooms are secure and locked
- Services (gas, water, and electricity) isolation systems are clearly marked, & are kept free of obstruction
- Portable residual current devices (RCDs) are provided where necessary (eg use of electrical equipment outside)
- Glazing is of a suitable safety standard or is safe by position
- Low level glass panes are protected from breakage
- Opening windows in access areas above the ground floor have safety restraining catches where risk assessment deems necessary

Lettings – guest accommodation

- Accommodation provided and allocated for guests is suitable for their needs
- Guests are informed of the emergency action plan for the premises
- The division of responsibility for fire, health and safety supervision is agreed with group organisers prior to their stay

Library and Offices

- Accommodation is provided with suitable lighting, ventilation, heating and space
- Any floor obstructions are managed to prevent tripping hazards
- Shelving is strong and secure and suitable for the materials stored on it
- Filing cabinets are fitted with anti-tilt mechanisms or are secure to prevent them tipping over
- Steps, hop-ups or stepladders are provided to gain access to high level storage

Risk Assessments

- Risk assessments are undertaken to identify significant risks associated with buildings, activities and people.
- Generic risk assessments are used wherever possible so as to ensure a consistency of approach
- Findings are recorded, communicated, acted upon and are reviewed regularly and following a significant accident, a change in the law, a change in key personnel, or a change in working practice

Safety awareness, induction and information

- Induction training is provided for new staff, and ongoing safety information, instruction and training are provided. This training is documented
- The statutory Health and Safety Poster – ‘What you should know’, and the current Employer’s Liability Compulsory Insurance Certificate, as well as the Trust Policy Statement are displayed in areas where staff can view them
- Staff and students are to be consulted on health and safety issues
- H&S is a standing agenda item on all relevant meeting agendas

Security

- Personal safety is risk assessed
- Building layout, lighting levels and the securing of areas are checked to ensure that personal safety risks are eliminated or reduced
- Safety of the community is taken into account when planning changes to buildings, events and activities
- Key holder intruder alarm checks are never carried out unaccompanied

Stress

- Management of stress is guided by the Health and Safety Executive published Stress Management Standards
- Managers are provided with information on how to identify causes of stress and the effects upon staff
- Claims of ill health due to workplace stress are documented, investigated and lead to an action plan to reduce stress
- Members of staff are encouraged to report stress related concerns to the line manager or to seek advice from a trusted colleague

Work equipment

- Work equipment provided is suitable and safe
- Work equipment is maintained, inspected and tested
- Use of work equipment is restricted to authorised people where specific hazards have been identified
- Information, instruction and training is provided to staff who use work equipment
- Work equipment provided is to the appropriate safety standard required

Monitoring health and safety

A number of different checks is made on buildings, equipment and activities in order to ensure the fire, health and safety of our community. In addition the Hall must:

- Undertake periodic self-assessment of progress and produce a formal report for the Master and the Ampleforth Abbey Trust Health and Safety Core Committee
- Monitor fire, health and safety performance by undertaking spot inspections, audits and benchmarking
- Review risk assessments
- Investigate fire, H&S issues and hazards and bring to attention of management
- Keep up to date with information on fire, health and safety
- Investigate accidents and near misses
- Review fire, health and safety as part of formal risk management process
- Include Fire and H&S performance in the staff appraisal process

36. APPENDIX XIV: THE GOVERNING BODY AND JCR AT ST BENET'S HALL

Summary Explanation

Section 22 of the Education Act 1994 places responsibilities on the Hall's governing body¹ in respect of the Joint Common Room (JCR). The JCR is construed as a "students' union" by virtue of section 20(1) of the same act.²

The formal aspects of these relationships are managed on behalf of the governing body of the Hall by the Senior Treasurer of the JCR, who is appointed by the Master in consultation with the Fellows of the Hall.

The constitution of the JCR adopted on 19th October 2020, and to which this appendix makes reference, is published and publicly available on request to the Hall.

The legislation is available here <http://www.legislation.gov.uk/ukpga/1994/30/section/22>

Sub-section 22(3) requires the governing body to prepare and issue, and when necessary revise, a code of practice as to the manner in which the requirements of sub-sections 22(1) and (2) are carried into effect. This code of practice in relation to the governing body and JCR of St Benet's Hall is published in full below.

Code of Practice in respect of student unions issued under section 22 of the Education Act 1994

This Code of Practice outlines the manner in which the governing body of St Benet's Hall will carry into effect the requirements of section 22 of the Education Act 1994 in relation the JCR of the Hall, setting out in relation to each of the requirements details of the arrangements made to secure its observance.

Sub-section 1: General duty of governing bodies

The governing body shall take such steps as are reasonably practicable to secure that any students' union for students of the establishment operates in a fair and democratic manner and is accountable for its finances.

¹ Governing body as defined by section 21 (5): "References in this Part to the governing body of an establishment are to the executive governing body which has responsibility for the conduct of affairs of the establishment and the management and administration of its revenue and property."

² Students' Union as defined by section 20 (1): "In this Part a "students' union" means—
(a) an association of the generality of students at an establishment to which this Part applies whose principal purposes include promoting the general interests of its members as students; or
(b) a representative body (whether an association or not) whose principal purposes include representing the generality of students at an establishment to which this Part applies in academic, disciplinary or other matters relating to the government of the establishment."

This requirement is fulfilled through compliance with the provisions of both the present code of practice and the JCR constitution.

Sub-section 2: Particular requirements of the Act

The governing body shall take such steps as are reasonably practicable to secure that the following requirements are observed by or in relation to any students' union for students of the establishment.

These detailed requirements are dealt with below.

(a) The union should have a written constitution.

The JCR has a written constitution.

(b) The provisions of constitutions should be subject to the approval of the governing body and to review by that body at intervals of not more than five years.

The JCR constitution is subject to the approval of the governing body of the Hall (represented by the Master) and is reviewed by the governing body at intervals of not more than five years.

The Senior Treasurer shall invite the JCR to form a working party to review and, if judged necessary, revise the constitution, under the supervision and guidance of the Senior Treasurer. The revised constitution is submitted for approval to the Master and Fellows Committee (on behalf of the governing body). This process should take place at intervals of not more than 5 years and was most recently completed in October 2017.

(c) A student should have the right not to be a member of a union, or in the case of a representative body which is not an association to signify that they do not wish to be represented by it, and students who exercise that right should not be unfairly disadvantaged with regard to the provision of services or otherwise by reason of their having done so.

The JCR Constitution (II.A.3) provides for any student to opt out of membership of the JCR and also provides that such a student will be eligible to use the facilities and services that the JCR provides to its Members (and so avoid unfair disadvantage).

(d) Appointment to major union offices should be by election in a secret ballot in which all members are entitled to vote.

The positions of President, Treasurer, Secretary and Graduate Officer (which should be regarded as major union offices) are to be elected by a secret ballot in accordance with the JCR Constitution (IV.A.1). All Members of the JCR are entitled to vote, with the exception that only graduate and monastic Members of the JCR are eligible to vote for the position of Graduate Officer (in accordance with IV.D.1 and IV.D.2).

(e) Governing bodies are required to satisfy themselves that union elections are fairly and properly conducted.

The conduct of JCR Elections in accordance with the JCR Constitution is overseen by the Senior Treasurer of the JCR and by the Returning Officer of the JCR, who is also a Fellow or Officer of the

Hall (in accordance with IV.E.1) and therefore able to report any concerns to the governing body via the Master and Fellows of the Hall.

(f) A person is not to hold sabbatical union office, or paid elected union office, for more than two years in total at the establishment.

There are no sabbatical or paid elected offices.

(g) The financial affairs of unions should be properly conducted and appropriate arrangements should exist for the approval of unions' budgets, and the monitoring of expenditure by the governing body.

The financial affairs of the JCR are managed by the Treasurer of the JCR whose responsibilities are set out in the JCR Constitution (II.E). The JCR Constitution (II.E.1) requires the Treasurer to administer the funds of the JCR in accordance with the budget, at the direction of the JCR Committee and/or in accordance with motions passed by the JCR at its Meetings.

In accordance with the JCR Constitution (II.E.8) the Treasurer shall be responsible to the Senior Treasurer and shall liaise with the Senior Treasurer according to the Senior Treasurer's requirements. The Treasurer shall meet with the Senior Treasurer upon election to office and at the end of the Treasurer's term in office shall present the final accounts to the Senior Treasurer.

In accordance with II.E.7 the Treasurer shall also present the final accounts of the JCR to the House Committee of the Hall.

(h) Financial reports of unions should be published annually or more frequently, and should be made available to the governing body and to all students; each report is in particular to contain a list of external organizations to which the union has made donations in the period to which the report relates and details of these donations.

In accordance with the JCR Constitution (II.E.4) the Treasurer shall produce a written report of the JCR's financial situation before the end of First week of each full term and shall make this available to all students.

In accordance with the JCR Constitution (II.E.5) the Treasurer shall give an annual financial report and present the JCR's final accounts in the final Meeting of Hilary Term.

In accordance with the JCR Constitution (II.E.6) the Treasurer will publish, before the 6th Week of Hilary Term (or more frequently), to all students and the governing body via the Senior Treasurer, a report containing a list of external organisations to which the JCR is currently affiliated and details of subscriptions or similar fees paid or donations made to such organisations in the past year or since the last report.

(i) The procedure for allocating resources to groups or clubs should be fair and set down in writing and freely accessible to all students.

In accordance with the JCR Constitution (II.E.1), the JCR Treasurer shall administer the funds of the Society in accordance with the budget, at the direction of the JCR Committee and/or in accordance with the resolutions of the Society as passed at its meetings. In accordance with the JCR

Constitution (III.A.8) any JCR expenditure over the discretionary amount of £50 must be authorised by the JCR Committee.

(j) If a union decides to affiliate to an external organization it must publish notice of its decision stating the name of the organization and details of any subscription or similar fee paid or proposed to be paid and of any donation made or proposed to be made to the organization, and such notice should be made available to the governing body and to all students.

In accordance with the JCR constitution (VI.B) requires the JCR must publish to all students notice of its decision stating the name of the external organisation and details of any subscription or similar fee paid or proposed to be paid and of any donation made or proposed to be made to the organisation. In accordance with the JCR Constitution (VI.C) requires similar notice to be given to the governing body via the Senior Treasurer. In so doing the JCR is reminded that they must act in accordance with the terms of the Act 1994 and the Hall Handbook (so far as is relevant).

(k) Where the union is affiliated to any external organization a report should be published annually or more frequently containing a list of external organizations to which the union is currently affiliated and details of subscriptions or similar fees paid or donations made to such organizations in the past year or since the last report, and such reports should be made available to the governing body and to all students.

In accordance with the JCR constitution (II.E.6), the Treasurer will publish annually (or more frequently) to all students and the governing body via the Senior Treasurer, a report containing a list of external organisations to which the Society is currently affiliated and details of subscriptions or similar fees paid or donations made to such organisations in the past year or since the last report.

(l) There should be procedures for the review of affiliations to external organizations under which the current list of affiliations is submitted for approval by members annually or more frequently, and at such intervals of not more than a year as the governing body may determine and under which a requisition may be made by such proportion of members, not exceeding five per cent., as the governing body may determine, that the question of continued affiliation to any particular organization be decided upon by a secret ballot in which all members are entitled to vote.

In accordance with the JCR constitution (VI.D), affiliations to external organisations shall be reviewed annually in an ordinary Meeting during Trinity Term. At this Meeting a requisition may be made by at least five per cent of the current Membership that the question of continued affiliation to any particular organisation be decided upon by a two-thirds majority of Members in a secret written ballot.

(m) There should be a complaints procedure to be available to all students or groups of students who are dissatisfied in their dealings with the union or who claim to have been unfairly disadvantaged by reason of their having exercised the opt-out right referred to in paragraph (c) above, and this complaints procedure should include provision for an independent person appointed by the governing body to investigate and report on complaints.

Article VII of the JCR Constitution sets out a procedure which is available to all students or groups of students who are dissatisfied in their dealings with the JCR or who claim to be unfairly disadvantaged by reason of having exercised the opt-out right. Complaints should, in the first instance, be made to the President or if the complaint relates to the President then the complaint should be made to the deputy President in the first instance. If the student bringing the complaint does not feel that it has been satisfactorily dealt with, it may be referred to the Senior Treasurer (in the first instance) who may investigate the complaint, suggest a resolution and/or bring the matter to the attention of the appropriate authority. The Senior Treasurer is an independent person appointed by the Master on behalf of the governing body. This provision does not preclude the referral of the complaint to other independent persons in accordance with the Hall's procedures outlined in the Hall Handbook.

(n) Complaints should be dealt with promptly and fairly and where a complaint is upheld there should be an effective remedy.

Article VII of the JCR constitution outlines a complaints procedure including provision for an independent person, the Senior Treasurer of the JCR in the first instance, to investigate the complaint and suggest a resolution and/or bring it to the attention of the appropriate authority to ensure that the complaint is satisfactorily and effectively remedied.

Further to the Code of Practice

Sub-sections 22(4) and 22(5) of the Education Act 1994 require the governing body to bring to the attention of all students, at least once a year, certain information in addition to the Code of Practice. Accordingly, the following information is published here together with the code of practice in the Hall's handbook which is circulated to all students at the beginning of each academic year.

Restrictions imposed on the activities of student unions by the law relating to charities

The JCR is subject to the law relating to charities; its expenditure and activities must conform to the requirements of charity law. The resources provided to the JCR by St Benet's Hall should be used only for the charitable purposes of the society, to represent and promote the interests of its members in ways that are broadly educational and non-political.

Further guidance is available on request from the Senior Treasurer of the JCR in the first instance.

Freedom of Speech

Section 43 of the Education (No. 2) Act 1986 provides for freedom of speech in universities and colleges. It requires *every individual and body of persons concerned in the government of any establishment to which this section applies shall 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.* The legislation is available here <http://www.legislation.gov.uk/ukpga/1986/61/section/43>

Further information in relation to the carrying into effect of this requirement at St Benet's Hall is found in section 9.9 of the Hall Handbook.

The right not to be a member of the JCR

This right is protected by sub-section 22(2)(c) of the Education Act 1994. The Act also requires that appropriate arrangements be made so that no individual who exercises this right is thereby disadvantaged. Necessary provision is made in the JCR constitution as outlined in the above Code of Practice.

37. APPENDIX XV: 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 Hall 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 Hall shall follow when there are concerns about the fitness to study of any Junior Member, whether undergraduate or graduate. A Hall '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 Master (or by another Fellow nominated by the Master if the Master is unavailable), with two other Fellows of the Hall, at least one of whom should be a Tutor or former Tutor.

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

(iii) Should any member of the Panel be the tutor of the Junior Member³ or have an interest in the case, they shall be replaced by another member of the pool (or another fellow

³ 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 or to a graduate student.

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 three members but outside of term in cases of urgency special arrangements may need to be made.

(b) (i) The Senior Tutor shall provide an anonymised annual report on the work of the Panel to both the Master and Fellows' Committee and the Graduate Committee. Brief comment should also be included, if appropriate, in the termly meeting of the St Benet's Trust.

(ii) All individual student suspensions of study and returns to study shall be reported to the Education Committee or the Graduate Committee (where a graduate student is involved), for the official record.

General considerations

3. (a) In operating these procedures the Hall shall take account of all relevant legislation such as the Data Protection Act 2018, the General Data Protection Regulation 2016, 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 Hall 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 Hall's legal obligations in this regard.

(d) In the descriptions of meetings which follow, where any member who would normally be expected to attend (e.g. Director of Studies) cannot do so for any reason, the Senior Tutor shall ensure that they are informed of the outcome of the meeting.

Part 1: Suspension of Study Procedure

4. (a) Undergraduates do not have an automatic right to suspend study, though the Hall 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. Students with pre-existing medical or welfare issues are encouraged to make these known to the Senior Tutor or Chaplain in confidence early in their time in the Hall.

(b) (i) Suspensions on medical grounds shall require medical certification in support of the request from the Hall Doctors or other suitably qualified health professional.

(ii) The Hall 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 by e-mail to the Senior Tutor. Requests should normally be made by the undergraduate, but in extreme circumstances the Hall 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 Hall 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 Hall 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 Education Committee.

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

(b) The Hall 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 Hall Doctor's assessment, whether the undergraduate is fit to study and whether any other conditions for return have also been met.

(d) 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 Hall's discretion, stages 1 and 2 may be bypassed.

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 the Hall 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 Hall staff (notwithstanding adjustments required by law)⁴.

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

1. Stage 1- Informal Action by the Hall

⁴ <http://www.admin.ox.ac.uk/statutes/787-121.shtml>

1.1 (a) Concerns about a student's fitness to study can arise in a number of situations. Tutors, the Chaplain, other members of the Welfare Team, other students, and/or members of Hall staff may observe behaviour that suggests that a student's medical, psychological, or emotional problems are compromising his or her fitness to study.

(b) Any member of Hall who has such concerns is encouraged to consult the Chaplain or another 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.

(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.

1.2 (a) Should preliminary action in terms of support and guidance be unsuccessful, the Chaplain, along with the student's Director of Studies (for undergraduates) or the Tutor for Graduates (for graduates) 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 his or her 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.

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 Chaplain, the Senior Tutor, the relevant Director of Studies (for undergraduates) or the Tutor for Graduates (for graduate students) 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 Hall or University and/or the student shall be documented for the benefit of the Hall, the University and the student, but shall be kept confidential. Copies of documents are to be kept by the Senior Tutor.

(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, normally made up of the Chaplain, the student's Director of Studies or the Tutor for Graduates 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 Hall'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 Hall Doctor 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. They 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 Hall 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 Hall 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 Hall, 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 Hall of aspects relevant to study.

(ii) The Hall recognises that any such information disclosed will constitute 'special category personal data' for the purposes of the Data Protection Act 2018 and the General Data Protection Regulation 2016 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 Hall 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 Hall shall require that this evidence is reviewed by the Hall 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.

(b) The student shall also be provided with any documents that will be considered by the Group, and asked to provide any documentation they 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 Oxford SU sabbatical officer, a fellow student, one of the Junior Deans, or another current member of the University as an advisor.

(ii) A family member shall not normally be allowed to attend as an advisor.

(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 invite others to participate, including University Student Support Services staff working with the student, and may 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 Hall 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 Hall'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 Master, 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/herself or others, or to the efficient working of the institution).

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

(b) If the Master is not available, the Senior Tutor, in consultation with the Chaplain and the Presiding Fellow (unless they are Director of Studies to the student) or the Tutor for Graduates (if a graduate student is involved) may act on his or her 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 Senior Tutor and 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 they 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 Oxford SU 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 family member shall not normally be allowed to attend as advisor.

(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 Hall 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 invite others to participate 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 the Hall 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 relevant Faculty or 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 the concerns identified to the Hall's satisfaction.

(iii) To recommend that the Hall exercises its power to require the student to suspend, or to ban the student, or to require his or her 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 by the Master, 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, they 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 Hall 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 Hall Doctors), shall identify the issues of concern that the Hall 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 Hall'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 his or her 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 Hall 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 Hall Doctor or a consultant, nominated by the Hall (at the Hall'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 Hall 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 normally include the student's Director of Studies; the Senior Tutor and, if appropriate, the Tutor for Graduates; 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 in the Hall.

(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 Hall is put in place.

(c) The Senior Tutor, or, if appropriate, the Tutor for Graduates, 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 Hall's Suspension of Study or Fitness to Study Procedures, then they shall have the right to seek a review which shall be conducted by the Hall's Appeals Panel.

(b) (i) In Fitness to Study cases where the Master has chaired a Panel, the Appeal Panel shall be chaired by the Presiding Fellow with two other Fellows, of whom at least one is a Tutor. The Appeals Panel shall normally 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 Presiding Fellow there shall be three 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.

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 Oxford SU 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 family member will not normally be allowed to attend as advisor.

(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 his or her 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 Hall'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 <http://www.oiahe.org.uk/>). Application forms and guidance notes shall be made available from the Academic Office.

Glossary

Term

Appeals Panel Means the Academic Appeals Panel of the Hall.

Ban Means that for a specific period of time the undergraduate ceases to be provided with either tuition by the Hall or to have the use of Hall facilities or both. The undergraduate remains a member of the University of Oxford and may still enter his or her name for its examinations as an individual, and may appear in the Class List, provided that statutable residence has been kept.

Chaplain Refers to the Hall Chaplain or, in his absence, another member of the Welfare Team with knowledge of the student, nominated by the Master to act on the Chaplain's behalf for the purposes of these procedures.

College Advisor Refers to the senior member assigned to each graduate member of the Hall.

Family member Refers to a close family member or others (guardian, step-parents etc.) with equivalent status.

Hall Doctor Refers to the practice of Dr L Leaver and Partners, Jericho Health Centre or such other medical practice as the Hall may nominate from time to time.

Director of Studies Refers to the senior member assigned to each undergraduate member of the Hall.

Master Means the Master of the Hall, or a Fellow nominated by the Master to act on his or her behalf, in his or her absence, for the purposes of these procedures.

Medical withdrawal Refers to the termination of a student's course either voluntarily or nonvoluntarily on medical grounds.

Senior Tutor Refers to the Hall's Senior Tutor or, in his or her absence, another Fellow nominated by the Master to act on his or her behalf for the purposes of these procedures.

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, Assistant Chaplain, the Hall Welfare Officers, and the Junior Deans.



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