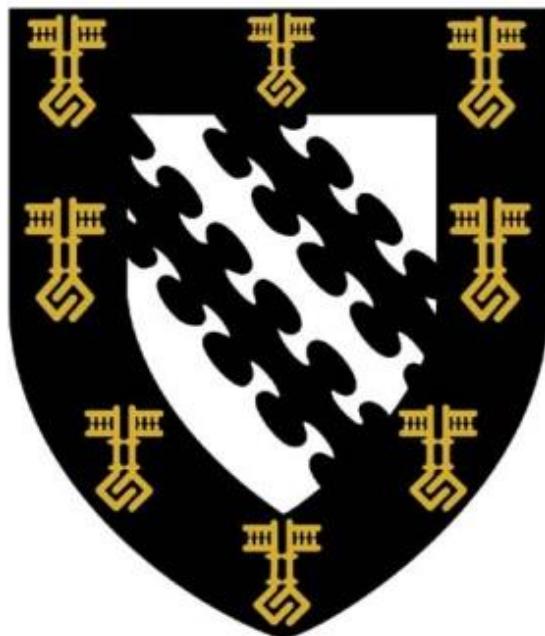


# EXETER COLLEGE



## THE COLLEGE STUDENT HANDBOOK

**The Green Guide**

**OCTOBER 2022**



# The Green Guide 2022

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## **Introduction:**

This book is a guide for students at Exeter College. It is a compilation of advice, and information, which will guide you through the coming year at Exeter. A copy will have been placed in your pigeonhole at the start of your course. It is important that you read it, and that you understand its contents. It is also important that you keep this guide in a safe place: much of the information in it may not be relevant to you now, but is likely to become useful as you progress through the academic year.

The Green Guide is re-issued at the start of each academic year, so even if you are not a fresher you should still read it for the updated information that it contains. The Green Guide is maintained on behalf of the Governing Body by the Academic Dean, and any suggested changes should be sent to [academic.dean@exeter.ox.ac.uk](mailto:academic.dean@exeter.ox.ac.uk).

Sometimes the information in this book is updated in-year. The latest version will always be found on the college website: [www.exeter.ox.ac.uk/students/the-red-book-and-the-green-guide-2/](http://www.exeter.ox.ac.uk/students/the-red-book-and-the-green-guide-2/) together with a copy of the College Rule Book (the Red Book).

## **ALTERNATIVE FORMATS**

If you require this publication in an alternative format, please contact the Academic Office at [academic.office@exeter.ox.ac.uk](mailto:academic.office@exeter.ox.ac.uk).

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# General Information

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## Communications

### Communications from College

All official information from college, including communications from your Tutors, will be sent to your college e-mail address (@exeter.ox.ac.uk), or placed in your pigeon-hole in the Porters' Lodge.

The best way to contact Tutors or college staff is by email.

College telephone numbers are included in this Handbook. If you call from a mobile phone you will need to add '01865' to the start of the number given.

### Receiving Mail

All students will have a pigeonhole in the Porters' Lodge on Turl Street. The address is:

Your Name  
Exeter College  
Turl Street  
OXFORD  
OX1 3DP

Students residing at Cohen Quad will also have a pigeonhole there. The address is:

Your Name  
Cohen Quadrangle  
Exeter College  
Walton Street  
Oxford  
OX1 2HE

Students residing at Exeter House will also have a pigeonhole there. The address is:

Your Name  
Exeter House  
Iffley Road  
Oxford  
OX4 1SQ

You are welcome to receive mail throughout your time as a student, but please note:

- (a) You should ensure that your pigeonhole is cleared of post frequently;
- (b) If you order a parcel for delivery to college you must ensure that you are able to collect it promptly, as the space in the Porters' Lodge for storing parcels is extremely limited;
- (c) If you want to have your mail forwarded during University vacations, or once you complete your degree, you must make arrangements with the Head Lodge Porter (charges will apply for mail forwarded to addresses outside the UK).

## Members of College

The **Rector**, Professor Sir Rick Trainor, KBE, is the Head of the college, Chair of the Governing Body, and a Trustee of the college.

**Fellows** are Tutors, Research Fellows, Professorial Fellows, college officers, and others who run the college. All Fellows are Trustees of the college, and members of the Governing Body.

**Lecturers** are Tutors who, though not Fellows or members of the Governing Body, are employed by the college to teach undergraduates and to direct undergraduates in their studies.

**Junior Members** are all the student members of the college. They include:

- **Undergraduates**: Junior Members reading for undergraduate degrees at Oxford or Visiting Students reading for undergraduate degrees at other universities. They are represented by the Junior Common Room, or JCR.
- **Graduates**: Junior Members reading for higher degrees, including Visiting Students reading for higher degrees at other universities. They are represented by the Middle Common Room, or MCR.
- **Senior Status students**: Junior Members who, though holding a degree, are currently reading for a Final Honour School. Because they already have one degree, they are exempted from the need to sit the First Public Examination. Although they are members of the MCR, their tuition is the same as for undergraduates, and so all references to undergraduates in this Green Book are taken to include Senior Status students, unless explicitly noted otherwise.

**College Staff** are those non-teaching employees of the college who are not Fellows.

**Emeritus Fellows** are those Fellows who have retired after long service to the college. Many still live in the Oxford area and play an active role in the life of the college.

**Visiting Fellows** are senior academics from other universities who are visiting Oxford for research and have been made a temporary member of the college.

**Honorary Fellows** are distinguished people who have been recognised by the Governing Body of the college for their special achievements, and who have accepted a formal association with the college. Some Honorary Fellows are Old Members or people who have worked with the college in some way.

**Old Members (alumni, alumnae)** are former junior members who have completed their studies.

## Governance: how the college is run

### Governing Body

The college is governed by its Statutes and its Governing Body. The Governing Body comprises the Rector and all the Fellows (except Emeritus, Visiting, or Honorary Fellows). For items which are not confidential, the JCR and MCR Presidents attend the meetings and are able to raise the views of their Common Rooms.

Much business is discussed in committees before it reaches the full Governing Body, and several of these committees have JCR and MCR representation on them. A special committee – the Liaison Committee – brings together JCR officers, MCR officers, the Rector, Fellows, and college staff to discuss issues of common interest. Further information on college committees can be found in the Bylaws: [www.exeter.ox.ac.uk/college-policies-and-statements/](http://www.exeter.ox.ac.uk/college-policies-and-statements/)

Day-to-day, the college delegates many operational matters to college officers, who will be Fellows and senior staff.

## College Officers

The college officers are Senior Members of the college with specific responsibilities.

POST	NAME	ROOM NO.	TELEPHONE
<b>Rector</b>	Prof Sir Rick Trainor	Rectors Lodgings	(2) 79605
<b>Sub-Rector</b>	Dr Barnaby Taylor	5:2	(2) 79631
<b>Academic Dean</b>	Dr Chris Ballinger	1:3	(2) 79678
<b>Tutor for Undergraduate Admissions</b>	Prof Conall MacNiocaill	PT1	(2) 79621
<b>Finance and Estates Bursar</b>	Mr Nicholas Badman	Bursary	(2) 79628
<b>Domestic Bursar</b>	Mr Babis Karakoulas	10:2	(2) 79658
<b>Welfare Dean</b>	Prof Catherine Green		
<b>Chaplain</b>	The Rev'd. Andrew Allen	9:8	(2) 79610 07742 913035
<b>Junior Dean (Turl Street)</b>	Ms Brittany Johnson		(2) 79600
<b>Junior Dean (Cohen Quad)</b>	Ms Sandra Adele		(2) 79600
<b>Junior Dean (Exeter House)</b>	Ms Anjali Rawat		(2) 79600
<b>Harassment Officers</b>	Dr Dan Quigley Dr Agni Orfanoudaki	PT5 12:13	(2) 79616 (2) 79666
<b>Prevent Lead</b>	Prof Rachel Taylor	4:4	(2) 79614
<b>Data Protection and Freedom of Information Officer</b>	Mr Nicholas Badman	Bursary	(2) 79628
<b>Director of Development &amp; Alumni Relations</b>	Ms Yvonne Rainey	Development Office	(2) 79662
<b>Computing Fellow</b>	Prof Garret Cotter	12:13	(2) 79679
<b>Dean of Degrees</b>	The Rev'd. Andrew Allen	9:8	(2) 79610 07742 913035
<b>Fellow Librarian</b>	Dr Christopher Fletcher		
<b>Keeper of the Archives</b>	Prof Christina de Bellaigue	Cohen Quad, Floor 3, Room 27	(6) 10544
<b>Disability Lead</b>	Prof Christina de Bellaigue	Cohen Quad, Floor 3, Room 27	(6) 10544
<b>Disability Coordinator</b>	Ms Josie Cobb	Academic Office	(2) 79660
<b>Safeguarding Lead</b>	Prof Catherine Green	10:10	(2) 79604
<b>Clerk to the Governing Body</b>	Mrs Petronella Spivey	Bursary	(2) 87164

## Student Societies

The Junior and Middle Common Rooms both function as rooms in which to meet and socialise, and also as organisations to give a collective voice to Junior Members (undergraduates and graduates respectively). You are encouraged to take part in the discussions and other functions that take place in your Common Room, as well as in the social activities that they offer.

## **Stapeldon Society**

This society is commonly referred to as the JCR (Junior Common Room). It exists to present the views of its members and to enhance the life of the college. It holds at least three meetings a term and offers various amenities to its members. All Junior Members of the college who are undergraduate students are members of the Stapeldon Society unless they opt out.

## **William Petre Society**

This society is commonly referred to as the MCR (Middle Common Room). It exists to present the views of Junior Members of the college who are graduate students or have Senior Status, all of whom are members unless they opt out. It holds meetings at regular intervals during term and provides various amenities, including the Middle Common Room, to its members. [www.exetermcr.org.uk](http://www.exetermcr.org.uk)

## **Code of Practice**

The college has a Code of Practice to ensure that the affairs of the Stapeldon Society and the William Petre Society are carried out in accordance with the requirements of the **Education Act 1994** ([www.legislation.gov.uk/ukpga/1994/30/contents](http://www.legislation.gov.uk/ukpga/1994/30/contents)). The Code of Practice ensures that Junior Members who do not wish to be members of the Stapeldon Society or William Petre Society have the opportunity to withdraw from membership without being unfairly deprived of services made available by the college to its Junior Members. Details of how to opt out of membership will be available at the beginning of Michaelmas Term.

## **Amalgamated Clubs**

Amalgamated Clubs exist to supervise the coordination and finance of all the main sports for which the college has teams. They are run by a President, Treasurer (who is a Senior Member of the college), Secretary, and all the captains of the sports involved, plus the President of the JCR. They normally meet twice a term but extra meetings can be called by four members, or by the President.

## **Visiting Students**

Each year, up to 26 undergraduates from Williams College (Massachusetts, USA) join Exeter College as Visiting Students as part of the Williams at Exeter Programme in Oxford (WEPO). WEPO students take Oxford tutorials throughout the year, often alongside second- or third-year Exeter students, and take part in college activities. Additionally, each year the college admits a very small number of visiting undergraduate students from elsewhere in the world, who study alongside Exeter's own students.

## **Useful Information for your Time at Exeter**

### **University Cards (Bod Card)**

Your University card serves several purposes in the college and the University, including identification, access to buildings, payment for facilities, entitlement to e-mail and computer facilities, and access to libraries and borrowing rights.

In college, your University card has three main functions:

- (a) It is an entry card for the doors in college that are locked and have swipes on the outside.
- (b) It lets you use the UPay Cashless System to purchase food and drink from the Hall. You will be sent details of how to sign in to UPay ([www.upay.co.uk/app](http://www.upay.co.uk/app)) by email.
- (c) It lets you log on to the college printers to release print jobs you may have sent.

It is a college AND University rule that **you must not, under any circumstances, lend your card to anyone else, even for a short time**: to do so is a serious disciplinary offence.

## Replacing your University Card

If your card is damaged, lost, or stolen, a replacement can be ordered through the Academic Office. You can request a replacement University card by email, by phone, or in person; but you will need to come to the Academic Office in person during opening hours to collect the new card once it is issued. Replacement cards are normally issued in two working days.

A lost card incurs a fee (currently £15) which should be paid online. ([www.oxforduniversitystores.co.uk/product-catalogue/university-card-office/lost-cards/co-replacement-of-lost-university-card](http://www.oxforduniversitystores.co.uk/product-catalogue/university-card-office/lost-cards/co-replacement-of-lost-university-card))

If your University card is lost or stolen, you must report this to the Porters' Lodge straightaway. This is so that the Porters can block the card access on door-entry systems, and prevent unauthorised persons gaining access to college and University buildings.

If a lost or stolen card is found after a new one has been ordered, it must be returned to the Academic Office as it will no longer be valid. Any unused money you have stored on your card (via UPay) will not be lost and will be credited to your new card when it is issued.

If your University Card is lost or stolen, the Porters Lodge can issue a temporary access card for Exeter College. A £10 deposit will be required, which will be returned when the temporary card is returned. This is available at both Turl Street Lodge and Cohen Quad Front Desk.

## Academic Dress

Academic dress consists of your gown, worn with *sub fusc* clothing. You are required to wear academic dress:

- (a) At your matriculation ceremony on Saturday of Week 1 in your first Michaelmas Term;
- (b) At all University examinations (including *viva voce* examinations);
- (c) At your degree ceremony when you graduate.

At other times when you are asked to wear gowns, you are not normally required to wear full academic dress.

*Sub fusc* clothing is defined by the University as consisting of:

- (a) One of:
  - (i) Dark suit with dark socks, or
  - (ii) Dark skirt with black tights or stockings, or
  - (iii) Dark trousers with dark socks or dark hosiery;

Socks, tights and stockings **must** be worn and must cover the ankle entirely. There should be no gap between the bottom of the trouser leg or skirt and the top of the socks or stockings.

- (b) Dark jacket if required – worn underneath the gown;
- (c) Black shoes;
- (d) Plain white collared shirt or blouse with sleeves;
- (e) White bow tie, black bow tie, black full-length tie, or black ribbon.

### PLUS:

- (f) the appropriate academic gown
- (g) mortar board or soft cap

Additional notes:

- 'Dark' in this context means dark grey, dark blue or black. Clothing must be plain; pinstripes and similar patterns are not permitted.
- When wearing sub-fusc, your clothing must not leave any part of your legs, ankles, or feet uncovered.
- The mortar board may be worn out of doors but must be removed and carried indoors.
- Ministers of religion may wear clerical dress, with a gown over, when attending ceremonies.
- If you wear a head dress / scarf for religious reasons, a black scarf should be worn.
- Members of the armed forces may wear service dress under their gown, in place of sub fusc. This is only applicable to members of The British Armed Forces in the UK. Uniform caps should be removed when indoors.

## **The Academic Office: support for on-course students**

Exeter's Academic Office provides many crucial services to students, Fellows, college officers, and other staff in the college. The remit of the Academic Office includes, but is not limited to:

- a) Supporting the administration of a number of grants, bursaries, prizes and scholarships;
- b) Overseeing the admissions and registration procedures for undergraduate and graduate students;
- c) Organising and running matriculation and graduation ceremonies;
- d) Organising and running the termly collections (college exams);
- e) Ensuring appropriate alternative examination arrangements are made for students, as required;
- f) Ordering University (Bod) cards;
- g) Providing information about a range of academic and welfare issues including suspension of status, student loans and sources of funding, disability support, and examinations.

The Academic Office comprises Josie Cobb (Academic Registrar), Andrew Bowles (Deputy Academic Registrar), Ellie Lee (Access & Outreach Lead), Dan Aldred (Admissions Officer), Katharine Perry (Academic Support Officer), Evie Sutcliffe (Schools Liaison Officer), and an Administrative Assistant. General enquiries should be sent in the first instance to [academic.office@exeter.ox.ac.uk](mailto:academic.office@exeter.ox.ac.uk). This account is monitored by the whole team to ensure that your query is dealt with promptly and effectively.

If your query contains personal or sensitive information (relating to medical information, disability, hardship funding or finance), please contact the Academic Registrar directly by emailing [josephine.cobb@exeter.ox.ac.uk](mailto:josephine.cobb@exeter.ox.ac.uk).

The Academic Office is open from 08.30 every week day (Monday–Friday), including on Bank Holidays that fall within Full Term. The office shuts for lunch from 12.00 to 12.30, and closes at 16.30 Monday–Thursday and at 16.00 on Friday. Appointments outside these times may be possible; please email in advance to enquire.

## **Schools Liaison, Outreach and Access**

Exeter College wishes to attract and admit students with the greatest academic potential to study at the University of Oxford, from whatever background they come.

We recognise that there are sectors of the population who are currently under-represented in 3<sup>rd</sup> level education in general, and at Exeter College and Oxford in particular, and we are committed to widening access to higher education and increasing social mobility for those who are currently under-represented. The Access and Outreach programme plays a key role in our efforts to significantly increase the number and proportion of undergraduate places offered at Exeter College to students from groups who are currently under-represented at Oxford.

Each College in Oxford has a geographical region where they focus these efforts locally, you can find out more information on this here: [www.ox.ac.uk/oxfordforUK](http://www.ox.ac.uk/oxfordforUK). Exeter's regional focus is the South West of England; however, we also have programmes that work with students and schools across the UK.

All students at Exeter College (both undergraduate and postgraduate) are invited to get involved with our Access and Outreach programme and will be paid for their work.

Access and Outreach Ambassadors can support our work with students who visit Oxford by giving tours of College, and by taking part in Q& A sessions and other activities. There are also opportunities for Ambassadors to visit schools or specific events.

Ambassadors need to attend a training and information session before they can help out with tours and events. The sessions are arranged regularly throughout the year, at convenient times (normally in the late afternoon/early evening). Opportunities and training dates are e-mailed to students on a regular basis; however if you would like to get involved sooner, please contact the Access and Outreach team via [outreach@exeter.ox.ac.uk](mailto:outreach@exeter.ox.ac.uk)

## **The Development Office and the College Careers Office**

### **Development & Alumni Relations Office**

Development and Alumni Relations (situated on Staircase 11) maintains the College's relationships with its alumni around the world and raises funds for priorities that support the college's key pillars of teaching, research, and student experience. They do this by nurturing meaningful relationships with alumni and friends to engage their support through regular giving, major gifts and legacies. As a student, you can play a key role in the Development and Alumni Relations programme by becoming a student caller during annual telephone

campaigns, attending alumni events and by beginning your own philanthropic journey by making a Leavers' Gift. More information can be found on the alumni website: [www.exeter.ox.ac.uk/alumni](http://www.exeter.ox.ac.uk/alumni).

### **ExConnect**

One of the major strengths of the Exeter family is the connection that we retain with our former students long after they have graduated. They have skills, experience, and expertise that they are willing to share with our current students, perhaps by offering an internship in their organisation, or by acting as a mentor. Thanks to their support, we have been able to offer internships around the world and we have established a bank of alumni willing to connect with our students to enable them to succeed in their own careers.

If you are interested in connecting with our alumni, contact [development@exeter.ox.ac.uk](mailto:development@exeter.ox.ac.uk).

## **Government Information**

### **Council Tax**

Council Tax is a local government taxation, levied by Oxford City Council on the occupants of every house or flat.

**Full-time students** are usually exempt from Council Tax. If you live in college-owned or University-owned accommodation, this exemption will automatically be applied to you. However, if you live out, then you and your fellow house-sharers will need to apply to Oxford City Council for an exemption. To apply for this exemption, each student who is sharing will need to download and print an enrolment certificate from the student self-service ([www.ox.ac.uk/students](http://www.ox.ac.uk/students)) section of the University website, and have this stamped and signed by the Academic Office. If your student status changes in any way then it is your responsibility to seek guidance from Oxford City Council as to any Council Tax implications.

Students who suspend their status on medical grounds may apply for dispensation from Council Tax Liability. A letter can be requested by any such student for a college to send to the city council for this purpose.

The decision whether or not to charge remains at the discretion of the city council, and the College and University can guarantee nothing.

If a student who has suspended their status finds themselves in hardship, they can apply for a discretionary discount under section 13A of the Local Government Finance Act. The Council policy for discretionary discounts can be found at [www.oxford.gov.uk/downloads/file/2115/council\\_tax\\_discretionary\\_discount\\_procedure](http://www.oxford.gov.uk/downloads/file/2115/council_tax_discretionary_discount_procedure). Students applying for this would be expected to provide evidence of their situation for a discretionary discount to be considered.

Student Registry provide details to the Council of enrolled students and their term time address in Oxford to facilitate the Council's processing of student exemptions. A student who becomes ineligible for a student Council Tax exemption, as they no longer have enrolled status, will immediately become liable for payment and the Council will seek recovery of discounts, which may include interest. This liability will commence at the start of the period of suspension.

### **Voting in Local, National, and European Elections**

If you are a citizen of the UK, Republic of Ireland, EU, or a Commonwealth country, you can register to vote in public elections whilst you are in Oxford. Students are entitled to *register* to vote both at their term-time address in Oxford as well as at their home address – although it is an offence to *vote* in two places in the same election. To find out more about registering to vote as a student in Oxford, see [www.oxford.gov.uk/info/20046/elections\\_and\\_voting/190/register\\_to\\_vote](http://www.oxford.gov.uk/info/20046/elections_and_voting/190/register_to_vote).

### **Jury Service: what to do if you are summoned**

Sometimes a student may be summoned for Jury Service, whether near their hometown or at Oxford Crown Court. If you are required to attend for Jury Service during Full Term, or another period when you are unable to attend for academic reasons, you can ask to defer your period of jury service, stating clearly the dates in the coming 12 months when you will be available. The Academic Registrar can provide a letter, as part of any application for deferral of jury service, formally confirming your academic commitments. It is usually possible to ask for a deferral only once in a 12-month period.

## TV Licensing

Students who watch live TV online, use the BBC iPlayer facility, record TV programmes as they are being shown, or who have a television in their room, will require a TV Licence from the TV Licensing authority. More information is available at [www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1](http://www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1).

## Approaches to Students from Journalists and Other Media

Junior Members are asked not to talk to journalists without prior clearance from Matt Baldwin, who is the College's Head of Communications ([matthew.baldwin@exeter.ox.ac.uk](mailto:matthew.baldwin@exeter.ox.ac.uk)). All media interest in the college and its members should be notified to either Matt Baldwin the Rector.

## After your Degree: staying on for further study at Exeter College

Many students, having completed their undergraduate or Master's degree, think about staying on for a further degree (whether immediately, or after a short break). The decision to admit you for a graduate degree lies with departments and faculties – [www.ox.ac.uk/admissions/graduate](http://www.ox.ac.uk/admissions/graduate) – rather than with colleges. If you are accepted by your department or faculty, you would be most welcome to stay at Exeter. To do this, you simply need to select Exeter as your college choice.

If Exeter is not listed on this system as being an “available” college for your chosen graduate courses then you would still be welcome to come back to Exeter. To do so, you should indicate **no college preference** on your application form, and then e-mail the Exeter College Admissions Officer ([admissions@exeter.ox.ac.uk](mailto:admissions@exeter.ox.ac.uk)) with details of your application as soon as possible after you have submitted your application.

## College Funding for Graduate Study

The college has a number of funding awards for graduate study, which are advertised via the University's general funding search and via the college's website ([www.exeter.ox.ac.uk/applicants/graduates/graduate-scholarships/](http://www.exeter.ox.ac.uk/applicants/graduates/graduate-scholarships/)).

### Amelia Jackson Senior Studentships

This studentship for graduate study at Exeter College is funded by an endowment left to the college by Amelia Jackson, who came to the college in the late 19<sup>th</sup> century as wife of Rector Jackson. The maximum value of the studentship is a full maintenance stipend (at the same value as awarded to UKRC-funded students), and Course Fees up to the Home fee rate.

Eligibility to apply for this studentship is restricted to people who are at the time of application, or have been in the past, student members of Exeter reading for Oxford University degrees. Studentships are advertised along with full eligibility information to current students in late Michaelmas Term; former students of Exeter who wish to apply should contact [academic.office@exeter.ox.ac.uk](mailto:academic.office@exeter.ox.ac.uk) in early January to ask about the application deadline.

### Graduate Senior Scholarships

Any undergraduate at Exeter, who achieves a First Class degree in the Final Honour School and continues at the college as a graduate student, is automatically awarded a Senior Scholarship of £200 per year, renewable annually up to a maximum tenure of three years.

## Academic Information: all students

*Academic Dean* (academic matters – undergraduates; academic and welfare matters - graduates): Dr Chris Ballinger, (2)79678, [academic.dean@exeter.ox.ac.uk](mailto:academic.dean@exeter.ox.ac.uk).

*Academic Registrar* (academic matters – examination issues and coursework deadlines; hardship funding applications): Ms Josie Cobb, (2)79660, [academic.registrar@exeter.ox.ac.uk](mailto:academic.registrar@exeter.ox.ac.uk).

*Disability Coordinator* (disability-related queries): Ms Josie Cobb, (2)79660, confidential e-mail: [josephine.cobb@exeter.ox.ac.uk](mailto:josephine.cobb@exeter.ox.ac.uk).

## The Academic Year

There are three 8-week terms in each academic year. The term dates for 2022–2023 are:

Michaelmas	Sunday 9 October	to	Saturday 3 December
Hilary	Sunday 15 January	to	Saturday 11 March
Trinity	Sunday 23 April	to	Saturday 17 June

These weeks are referred to as Weeks 1 to 8. This period is known as Full Term. The week before Full Term is called Week 0, the week before Week 0 is known as Week -1, and the week after the end of Full Term is called Week 9.

**Undergraduates:** In Week 0, students meet with their Tutors (to arrange tutorials and to be set work), and often sit college collections (practice examinations) on the Thursday afternoon, Friday morning, and/or Friday afternoon. It is a college rule that undergraduates must arrive in Oxford no later than 12 noon on Thursday of Week 0. They must stay until Saturday of Week 8 each term. Further information about college and University residence requirements can be found in the Red Book.

**Graduates:** Much teaching and lecturing activity is concentrated in Full Term, but as a graduate your course is likely to extend over much longer periods – your department or faculty will advise when you need to be present in Oxford. Research students work year-round. Further information about college and University residence requirements can be found in the Red Book.

## Sources of Academic Support and Guidance in College

### Undergraduates

Every student is likely to find some aspect of their academic work difficult during their time at Exeter.

If you have academic or personal issues that you would like to discuss with someone, the first point of contact is your **Tutor**. Here are some other sources of support:

The **Undergraduate Adviser Panel** is a panel of Teaching Fellows of the college, who are available for undergraduates from any subject to consult. These Advisers can listen to you and discuss academic or personal matters with you. In certain circumstances, particularly if there are reports that you are struggling with your academic work, the Academic Dean or the college's Cases Committee may require that you see an Adviser.

The panel of Undergraduate Advisers for 2022–2023 are:

- Professor Nandini Das ([nandini.das@exeter.ox.ac.uk](mailto:nandini.das@exeter.ox.ac.uk))
- Professor Jonathan Herring ([jonathan.herring@exeter.ox.ac.uk](mailto:jonathan.herring@exeter.ox.ac.uk))
- Professor Conall Mac Niocaill ([conall.macniocaill@exeter.ox.ac.uk](mailto:conall.macniocaill@exeter.ox.ac.uk))
- Dr Maureen Taylor ([maureen.taylor@exeter.ox.ac.uk](mailto:maureen.taylor@exeter.ox.ac.uk))

### Graduates

#### College Adviser

All graduates at Exeter are assigned a College Adviser, who is usually a Fellow of the college.

Your College Adviser can:

- Provide pastoral support, for example on health, personal or coping issues, and/or direct you to appropriate persons for assistance;
- Monitor your progress, by discussing your University supervision reports and by being available for consultation, either in person or by email;
- Discuss with you any problems or difficulties you may be experiencing in your department or faculty, and/or with your supervisor;
- Consult the Academic Dean if there are concerns about your academic progress and if you appear to be experiencing difficulties with your academic work;
- Offer guidance on sources of support available within the college and University.
- Offer to take you to lunch.

In addition to the above, your College Adviser may be able to offer you advice on academic-related matters such as: applications for research funding, conferences and seminar attendance, and publication and career plans. Please note that College Advisers would not normally be expected to provide academic references, as others are better placed to do so. They might provide a reference for other purposes, such as applications for a Junior Deanship, or a character reference.

Your College Adviser is *not* expected to perform the role of your department or faculty supervisor(s), and is not responsible for directing your academic work or for giving detailed academic guidance.

You will first meet your College Adviser during your first term, and you are encouraged to contact your College Adviser as and when you need advice or help. If you have not heard from your College Adviser before Week 4 of Michaelmas Term, please feel free to contact them and ask if they are free to meet you informally.

Your College Adviser may be changed during periods of sabbatical or other academic leave. Should there be reasons for you to seek a change of Adviser, you should contact the Academic Dean.

## **Tutor for Graduates**

The **Academic Dean**, Dr Chris Ballinger, is the college's **Tutor for Graduates**, and has overall responsibility for the academic and welfare support provided for graduates by the college. The Academic Dean can be contacted, and an appointment made if necessary, by emailing [academic.dean@exeter.ox.ac.uk](mailto:academic.dean@exeter.ox.ac.uk).

## **Other Sources of Support and Guidance: all students**

The **Academic Dean** (Dr Chris Ballinger) has general responsibility for the academic provision of the college, including students' overall academic progress. An appointment with the Academic Dean can be made by emailing [academic.dean@exeter.ox.ac.uk](mailto:academic.dean@exeter.ox.ac.uk).

The **Sub-Rector** Dr Barnaby Taylor, ([subrector@exeter.ox.ac.uk](mailto:subrector@exeter.ox.ac.uk)) has general responsibility for student discipline: he is however available to talk with students on any matter.

The **Welfare Dean** (Prof Catherine Green, [welfare.dean@exeter.ox.ac.uk](mailto:welfare.dean@exeter.ox.ac.uk)) works closely with the Chaplain, Welfare Officer, Academic Registrar, Nurse and Junior Deans to oversee the provision of student welfare support in the college. If you prefer to speak to the Welfare Dean directly, please contact them via email to arrange a meeting.

The **Chaplain and Welfare Coordinator** (Rev'd. Andrew Allen, [andrew.allen@exeter.ox.ac.uk](mailto:andrew.allen@exeter.ox.ac.uk)) leads the Welfare Team consisting of the Welfare Coordinator, Welfare Dean, Welfare Officer, and Junior Deans, and oversees the College's welfare provision. He is available to talk with any student about any matter, regardless of any religious belief. In his role as Chaplain he oversees the spiritual life of the College and is happy to talk about any matter of faith, or share contacts for other faiths.

The **Welfare Officer** (Helen Thornton, [welfare@exeter.ox.ac.uk](mailto:welfare@exeter.ox.ac.uk)) undertakes, along with the Chaplain, Junior Deans, and other members of the Welfare Team, the college's welfare provision for students and promotes wellbeing in the college. They are available as a first point of support, information, sign posting, referral and guidance to undergraduate and graduate students.

The **Junior Deans for Turl Street** (Brittany Johnson, [juniordan.turl@exeter.ox.ac.uk](mailto:juniordan.turl@exeter.ox.ac.uk)), **Cohen Quad** (Sandra Adele, [juniordan.sandra@exeter.ox.ac.uk](mailto:juniordan.sandra@exeter.ox.ac.uk)), and **Iffley Road** (Anjali Rawat, [juniordan.iffley@exeter.ox.ac.uk](mailto:juniordan.iffley@exeter.ox.ac.uk)) assist the Sub-Rector, Welfare Dean and Welfare Officer with matters of student discipline and welfare. They live in College and are available to talk with students.

The **Academic Registrar** (Josie Cobb, [josephine.cobb@exeter.ox.ac.uk](mailto:josephine.cobb@exeter.ox.ac.uk)) is the college's Disability Coordinator, and is also the person to talk with about alternative arrangements for University exams. However, you can raise any issue about your studies with her that you wish to ask about.

The **College Nurse** (Helen Thornton, [exeternurse@nhs.net](mailto:exeternurse@nhs.net)) is available to provide medical advice to students with physical or mental health problems. Her hours are listed on the college website. Remember, too, that help is available from the College Doctors at 19 Beaumont Street.

The Junior Common Room (JCR) and Middle Common Room (MCR) each have two dedicated **Welfare Reps** (one male and one female), who can offer help. The JCR also runs a "Peer Support" programme, through which you can talk to other students in confidence about your difficulties. Details of this are on posters located around college and on the JCR website.

The **Rector** (Professor Sir Rick Trainor) is also available to see students on any matter, by appointment via his PA ([rector@exeter.ox.ac.uk](mailto:rector@exeter.ox.ac.uk)).

Students can approach the **University Counselling Service** independently and in complete confidence. Full details of University-run welfare schemes are detailed at [www.ox.ac.uk/students/welfare/counselling](http://www.ox.ac.uk/students/welfare/counselling). The Counselling Service is located at 3 Worcester Street (near the Gloucester Green coach station). You can ring the University Counselling Service on 01865 270300 or email them at [counselling@admin.ox.ac.uk](mailto:counselling@admin.ox.ac.uk).

The Oxford University Student Union (OUSU) also runs a full range of support services: [www.oxfordsu.org](http://www.oxfordsu.org).

**Nightline**, run by students, offers support and advice between 20.00 and 08.00 from Weeks 0 to 9 on (01865) 270270; further information is available at [oxfordnightline.org](http://oxfordnightline.org).

**Oxford University Sexual Violence Support Service**, The Sexual Harassment and Violence Support Service provides a safe place for students to be heard - independent of their college or department. They offer free support and advice to any student who has been affected by sexual harassment or violence [www.ox.ac.uk/againstsexualviolence](http://www.ox.ac.uk/againstsexualviolence)

**Oxford Rape Crisis (OSARCC)**, an organisation committed to supporting survivors of sexual abuse, rape, domestic abuse, and harassment. They offer a free and confidential service to survivors who are dealing with the effects of sexual violence, and to anyone who is supporting them. You can call them on 01865 726295 [www.oxfordrapecrisis.net](http://www.oxfordrapecrisis.net)

If you do experience difficulties, there really are many sources of help: so, please, *never* be afraid to ask for help.

## Exceptional Circumstances

### Severe Health or Personal Difficulties: Suspension of Status and Fitness to Study

**Suspension of Status** is the suspension of studies for reasons of health, disability, or family emergency. It is expected that a student who is admitted to a course of study will complete that course of study in the usual period of time, without any breaks. However, in rare cases, it can be necessary, because of illness or for welfare reasons, for a student to take time away from their studies. In very rare cases the college can seek to impose a period of suspension of status on a student.

**Fitness to Study** means an undergraduate or graduate student's fitness to commence a distinct course of academic study; or to continue with their current course of academic study; or to return to their current or another course of academic study (see [www.ox.ac.uk/students/academic/student-handbook?wssl=1](http://www.ox.ac.uk/students/academic/student-handbook?wssl=1)).

A student who is suspended normally loses their right to charge items to their battels and their right to college accommodation from the date of their suspension until their date of return. Students who are suspending their studies are not required to study for their course, and are not permitted to receive tuition, but informal contact with Tutors is often encouraged or even required. They may not normally be in college (except as an occasional guest), may not eat in Hall except as a guest, and may not use the College Library or otherwise access college facilities as if they were an enrolled student. Students who are suspending their studies are not enrolled and so are not students, but they keep their University cards and so retain access to Oxford e-mail and University libraries and virtual learning resources, to help them prepare for their return to academic study.

To help guide students, the College's principles for the suspension of status for Undergraduate Students are set out in [Appendix 1](#) of this guide.

### Applying for Suspension of status: Undergraduates

An undergraduate student who feels that they might need to take a period of suspension should talk in the first instance with their Tutors (or with one of the college's welfare advisers, or a member of the Undergraduate Adviser Panel, if the student prefers not to discuss the matter with their Tutors at first). A student should, in advance of making an application for suspension, seek advice from their Tutors, or the Academic Dean, or the Academic Registrar, on the likely impact of their suspension on their academic, financial, or other circumstances. Formal requests for suspension of status must be submitted under the college's "Fitness to Study Policy" which can be found in the Exeter College Red Book.

### Applying for Suspension of status: Medical Students on the 6-year undergraduate course

An undergraduate Medicine student in either the pre-clinical or clinical stages of their course who feels that they might need to take a period of suspension of status should talk in the first instance with their Tutors (or with one of the college's welfare advisers, or a member of the Undergraduate Adviser Panel, if the student prefers not to discuss the matter with their Tutors at first). A student should, in advance of making an application for suspension, seek advice from their Tutors, or the Academic Dean, or the Academic Registrar, on the likely impact of their suspension on their academic, financial, or other circumstances. Formal requests for suspension of status must be submitted under the college's "Fitness to Study Policy" (which can be found in the College's Red Book) and in conjunction with the University's Medical School's Policy and "procedure on medical students

causing concern and fitness to study/practice" (which can be found on the MSD's Canvas site: [canvas.ox.ac.uk/courses/18274/pages/health-and-welfare-and-good-medical-practice?module\\_item\\_id=181325](https://canvas.ox.ac.uk/courses/18274/pages/health-and-welfare-and-good-medical-practice?module_item_id=181325)).

## Applying for Suspension of status: Graduates

A graduate student who feels that they might need to take a period of suspension should talk in the first instance with their supervisor (in the case of research students) or the relevant departmental administrator or Graduate Studies Assistant (in the case of taught students; see [www.ox.ac.uk/students/academic/guidance/graduate/contacts](http://www.ox.ac.uk/students/academic/guidance/graduate/contacts) for contact details). Students are also welcome to talk with one of the college's welfare advisers, their College Adviser, or the Academic Dean, if they prefer not to discuss the matter with someone in their department or faculty at first. Students should consult their Course Handbook for any detailed procedures applicable to their course; but as a general rule, and following discussion and guidance from the department or faculty (and the college, if desired), formal requests for suspension of status need to be made via a GSO.17 form available here:

[www.ox.ac.uk/students/academic/guidance/graduate/status?wssl=1](http://www.ox.ac.uk/students/academic/guidance/graduate/status?wssl=1).

In the case of maternity/paternity/adoption a GSO.17b form, available from [www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional?wssl=1](http://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional?wssl=1), should be used. Further information, is available at [www.ox.ac.uk/students/welfare/childcare?wssl=1](http://www.ox.ac.uk/students/welfare/childcare?wssl=1), where you can also find the University's policy on student parental leave to which the College adheres.

The college will support an application which is fully made-out and which demonstrates good cause.

*Please note: On questions of Fitness to Study as they relate to graduates, the college will follow any properly made determination made by the University on behalf of the student's department or faculty, but reserves the right to consider Fitness to Study issues that relate to involvement with the college as a separate matter.*

## Changing your Course of Study (Undergraduates only)

When you were accepted to Exeter, you were accepted onto a specific course of study. If you want to change to another degree course (which is called a 'Change of School') you will need the permission of the college. Permission is granted only if there is satisfactory evidence that the change is in the applicant's own interest, and only if teaching resources allow.

You should note that:

- (a) The college does not allow students to change School to subjects in which it does not ordinarily admit undergraduates;
- (b) An undergraduate student who is already on course will normally not be permitted to change School into a subject for which they have previously made an unsuccessful application;
- (c) Funding arrangements may be affected by extensions and changes of course: a student who is given permission to change School will be responsible for making any necessary changes to their financial arrangements as a condition of changing course.

If you want to change course, you should first talk with your Tutors, and consult a member of the Undergraduate Adviser Panel for further advice. If you remain sure that you want to ask permission to change course, you should write to the Academic Dean, who will discuss your request with you and then, if required, take the issue to the relevant college committee.

## University Examinations

### Undergraduates

Your degree result is based on your performance in University examinations, and assessed coursework (also considered part of an "examination"), in the Final Honour School. The First Public Examination (also called "Prelims" or "Mods" or "Honour Mods") is sat during your first year (Hilary Term in the second year for Classicists). The Final Honour School consists of any University examinations and assessed coursework that you complete after the First Public Examination.

Each undergraduate student (unless they have previously been granted Senior Status) is required to pass the First Public Examination in order to continue with their degree, and to be admitted by the University to the Final Honour School. A student who cannot pass the First Public Examination in the appropriate time cannot continue with their degree (see "Failure in the First Public Examination", below).

## Graduates

Your degree result is based on your performance in University examinations and assessed coursework (also considered part of an “examination”) if you are a taught graduate, and your DPhil thesis and viva if you are a research student.

## Mock Examinations

Many Tutors in the college set college collections (practice examinations) for undergraduates. The University also organises a number of sessions in the Examination Schools where undergraduates and graduates can sign up to take along a past paper and practise writing under invigilated conditions. They also provide orientation sessions. Details are online: [www.ox.ac.uk/students/academic/exams/mocks](http://www.ox.ac.uk/students/academic/exams/mocks).

## Entering for Examinations

It is your responsibility to ensure that you are entered for your examinations. The University will automatically update your student record with the core papers that you are required to take. You are required to enter for any other examinations via student self-service. The University Academic Records Office will send you an email notification with information on how and when to do this.

Once the University has processed all candidates’ examination entry information, you can check your own information via Student Self-Service. Any details of special examination arrangements will also be noted here.

For **graduate research students**, appointment of examiners (which is the precursor of arranging your viva) is effected by the submission of a Graduate Progression Form (see below).

## Examination Adjustments (Alternative Examination Arrangements)

Examination adjustments can be put in place for candidates with disabilities, including Specific Learning Difficulties such as dyslexia or dyspraxia. You should contact the college’s Disability Coordinator, Josie Cobb ([josephine.cobb@exeter.ox.ac.uk](mailto:josephine.cobb@exeter.ox.ac.uk)) early in your first term at Oxford to discuss possible alternative arrangements. The college can then submit, on your behalf, a request to the University’s Proctors, who make the final decision about which examination arrangements are appropriate.

Examination adjustments can be requested and, if approved, put in place for religious reasons. If you wish to make such a request, please contact the Academic Registrar, Josie Cobb. ([josephine.cobb@exeter.ox.ac.uk](mailto:josephine.cobb@exeter.ox.ac.uk))

The deadline for the college submitting a request for examination adjustments is Friday of Week 4, during the term before the examinations take place. Therefore, the college needs to know of your difficulties as far in advance of Week 4 as possible, so that alternative arrangements can be discussed and assessments can be made if necessary. If this deadline is not met, then the college will need to explain to the Proctors why not, and it may not be possible to have any examination adjustments put in place in time for your examinations.

If you are very unwell immediately prior to your written examination, or once your examination period has started, then arrangements can be put in place to mitigate those problems: go to the Academic Office or contact [academic.registrar@exeter.ox.ac.uk](mailto:academic.registrar@exeter.ox.ac.uk) / 01865(2)79660 for advice.

## Late Submission of Coursework

Dissertations, extended essays, theses, projects, notebooks, and other written work submitted as part of a University examination must meet the published deadlines exactly. In exceptional circumstances (e.g. substantial health or other personal reasons) the Proctors may agree to grant an extension to the submission deadline. If you think this applies to you, please contact the Academic Registrar ([academic.registrar@exeter.ox.ac.uk](mailto:academic.registrar@exeter.ox.ac.uk); 01865 (2)79660) as early as possible in advance of the deadline, to seek advice about how to request an extension, and to see whether your circumstances might be grounds for an extension request. For **graduate** students, these requests are usually submitted via the college, not via your department/faculty.

If you submit coursework late, you are liable to be denied permission to remain in the examination, but you can seek permission via the Academic Registrar ([academic.registrar@exeter.ox.ac.uk](mailto:academic.registrar@exeter.ox.ac.uk)) to have your late submission accepted – your submission may be subject to a marks penalty.

*Note that the Proctors advise that “The Proctors will not accept as reasons for lateness problems such as: delays in postage, reliance on third parties to deliver your work, travel problems, printing problems, or, for submission of work electronically, problems such as failure of your private email, computer (including virus infection),*

internet connection, connection to the submission portal (unless a system-wide error), or lost or stolen files.” ([www.ox.ac.uk/students/academic/student-handbook?wssl=1](http://www.ox.ac.uk/students/academic/student-handbook?wssl=1)).

## Sitting University Written Examinations (online or in-person)

The University issues advice, including a list of ‘required’ and ‘permitted’ items, disallowed items, and a list of Dos and Don’ts for in-person examinations, here: [www.ox.ac.uk/students/academic/exams/guidance](http://www.ox.ac.uk/students/academic/exams/guidance).

Detailed guides for both in-person examinations and online examinations are also available from the following website: [www.ox.ac.uk/students/academic/exams](http://www.ox.ac.uk/students/academic/exams)

If you experience a problem during an in-person University examination make sure that you alert the invigilator.

If you are unwell in an in-person examination, alert the invigilator and ask for assistance, and ensure that the Academic Registrar knows, the same day what has gone wrong via (via 01865 (2)79660, or [academic.registrar@exeter.ox.ac.uk](mailto:academic.registrar@exeter.ox.ac.uk)). You may need to complete a ‘mitigating circumstances notice’ and get a medical certificate.

## Mitigating Circumstances Notice

If you would like University examiners to be aware of any factors that may have affected your performance before or during an examination, including acute illness, unforeseen circumstances (for example a traffic accident, bereavement), it is possible to submit a ‘mitigating circumstances notice to examiners’. Further information on this process is available at [www.ox.ac.uk/students/academic/exams/problems-completing-your-assessment](http://www.ox.ac.uk/students/academic/exams/problems-completing-your-assessment). Please contact the Academic Registrar via [academic.registrar@exeter.ox.ac.uk](mailto:academic.registrar@exeter.ox.ac.uk) as soon as possible if you wish to submit such a notice.

## University Research Examinations (Graduates Only)

The detailed arrangements for the submission and examination of the theses of research students are formally outlined in the University’s *Examination Regulations* ([examregs.admin.ox.ac.uk/](http://examregs.admin.ox.ac.uk/)). Your department or faculty’s Course Handbook will also contain guidelines on the format and presentation of a thesis. Detailed general guidance is given here: [www.ox.ac.uk/students/academic/exams/research](http://www.ox.ac.uk/students/academic/exams/research).

## Health Concerns and Withdrawal from Examinations

### Health Concerns

If you have health concerns leading up to your University examinations, then you should talk, as and when those health concerns arise, with the following:

**Undergraduates:** your college Tutors (or another college welfare contact);

**Graduates:** your department or faculty advisers (or your supervisor, for students with problems relating to their dissertation or thesis).

If you are worried about your health immediately before a written examination, contact the Academic Registrar in the Academic Office (in person or by phone on 01865 (2)79660 during opening hours, or via [academic.registrar@exeter.ox.ac.uk](mailto:academic.registrar@exeter.ox.ac.uk)). The Academic Office is normally staffed every day during which a written examination is taking place – including Saturdays and Bank Holidays – from early in the morning until the last exam has finished, to ensure that help can be provided if you have a problem.

### Withdrawal from Examinations

If your concerns are so severe that you are considering submitting a request to withdraw from your University examinations, you should speak immediately with the following:

**Undergraduates:** your college Tutor and/or the Academic Dean. Alternatively, you might prefer to talk in the first instance with another of the college’s welfare advisers.

**Graduates:** your department or faculty adviser. Alternatively, you might prefer to talk in the first instance with the Academic Dean, or another source of support within the college, if you feel unable to raise your difficulties in your department or faculty at first.

Whomever you start talking with, the Academic Dean will need to be informed about your possible request to withdraw. Withdrawing from your examinations is, in essence, a request for a period of suspension of status (see [above](#)), and is the right course of action only in very rare cases: there are substantial disadvantages to

withdrawing from your examinations and requesting a period of suspension, which the Academic Dean (in the case of both undergraduates and graduates) or the departmental or faculty adviser (in the case of graduate students) can discuss with you.

You can withdraw from University examinations either before attempting any papers or (subject to the college's approval) before taking the last written paper; but in either case the college will need to assess the conditions attached to a period of suspension of status until the next occasion on which examinations can be sat. The University's Examination Regulations do not allow you to withdraw after the written part of the examination is complete (i.e. by the end of the last paper for which you are entered, or by the time a dissertation or other written material is due to be submitted, whichever is the later), even if the college supports you.

## **Exam Results**

Your exam results will be made available to you via Student Self-Service as soon as they are released. **Undergraduate** results are also made available to college Tutors at the same time. **Graduate** results are also made available to your department/faculty, and to the college, at the same time.

## **Academic Appeals**

Under the University's Academic Appeals Procedure ([www.ox.ac.uk/students/academic/complaints](http://www.ox.ac.uk/students/academic/complaints)) you can raise an appeal against decisions of an academic body, for example a decision made by the Board of Examiners or the assessors of Transfer/Confirmation examinations etc, if you have a concern about procedures not being correctly followed during an examination, or if you have reason to believe that your examination was not conducted fairly, or that there was bias or perception of bias in the decision making process.

Please consult the Proctors' guidance on Academic Appeals within the Student Handbook (Section 7.6 [www.ox.ac.uk/students/academic/student-handbook?wssl=1](http://www.ox.ac.uk/students/academic/student-handbook?wssl=1)) before contacting the Academic Dean regarding any possible complaint about a University examination. *Please note that "An Academic Appeal should only be used when there is evidence that an issue has arisen. It is not to be used if you are unhappy with your classification or if your marks were not what you expected them to be."* You should contact the Academic Dean who can advise you about the process for submitting an academic appeal. Queries and complaints must not be raised directly with the examiners.

Appeals can be lodged only within 20 calendar days of the date you were notified of the relevant academic decision (i.e. the release of the results relating to the examination concerned).

## Academic Information: Undergraduates

### Tutors

Responsibility for the academic progress of undergraduates lies with the college, and is exercised by Tutors, in conjunction with the Academic Dean.

### Academic Work

Your principal focus is your academic work. Attendance at all the academic commitments required by your college Tutors is compulsory. This includes not only tutorials and classes in Exeter and other colleges, but also meetings about your work, lectures, seminars, and practical work in departments and faculties. These academic commitments must always take precedence over your non-academic commitments. If you are too unwell to attend a tutorial or other academic commitment, or you have some other problem in attending, then you must let your Tutor know directly and, if possible, well in advance. Tutors will try to adjust meetings to accommodate illness or other similar difficulties, but they have busy schedules and cannot alter arrangements merely for your convenience. Likewise, in the rare event that you are so unwell that you have not been able to complete your work, you must be in touch with your Tutor before the deadline rather than afterwards. College Rules on academic work can be found in the Red Book.

The University's expectation, which the College shares, is that undergraduate students treat academic study as a fulltime commitment during Full Term, with approximately 40 hours per week typically being spent on academic work. This is based on the expectation that these hours are spent on focused work. Students should seek advice from their tutors if they find it impossible to meet their academic obligations without spending significantly longer than 48 hours per week on academic study on a regular basis.

### How the College Monitors your Academic Performance

Your academic performance is monitored by Tutors throughout term by assessing your contribution to tutorials and classes, and by marking your submitted work. Tutors who have concerns about a student's performance may raise their worries with the Academic Dean at any time.

### Feedback on your Academic Work

Tutors will provide feedback to you informally during the course of the term. This might be through discussion in the tutorial, or by written marks or comments on your work, or a combination of the two. You can normally expect your submitted weekly tutorial assignments to be reviewed and returned at or before your next tutorial. Your Tutor may not give precise grades for each essay or set of problems; constructive criticism and advice is more useful than putting you in a league table.

Each Tutor you have had (whether from within college or from outside) will usually report back more formally by providing a written report at the end of each term. These reports are read to you at the end of term at Rector's Collections (or Report Reading, in terms in which you do not have Rector's Collections), and during the vacation they are made available to you via TMS (Teaching Management System): [tms.ox.ac.uk/](http://tms.ox.ac.uk/). *Note that some subjects do not use TMS: if this applies to you, your Tutor will explain how feedback is recorded.*

### Rector's Collections

At the end of most terms, you will have a short meeting to receive feedback on your college academic work. Sometimes this will be a Report Reading session with your college Tutors. However, once a year you will be required to attend a Rector's Collection.

Rector's Collections are a short, formal meeting with the Rector, Academic Dean, and your college Tutors, at which your academic performance is reviewed. Your Tutors will read out the reports that have recently been written about your academic work, and the Rector will discuss these with you. Because it is a formal meeting, all people present (including you) wear their gowns. Attendance at Rector's Collections is compulsory, unless you are given explicit permission by the Academic Dean, in advance and for good cause, not to attend.

### Written Collections

On Thursday afternoon, and Friday morning and afternoon of Week 0, students sit written collections, which are practice examinations based (usually) on the work done in the previous term. These exams are sat in various locations around the college under strict, invigilated, examination conditions.

Arrangements for these vary by subject, and Tutors will tell you which collections you are due to sit at the end of the previous term. A collections timetable, giving details of sessions and rooms, is circulated by e-mail to students by the middle of Week 0. Attendance at written collections is compulsory, unless you are given explicit permission by your Tutor(s), in advance and for good cause, not to attend: your Tutor(s) should notify the Academic Dean, via the Academic Office, of such permission. “Good cause” does not mean prioritising your non-academic commitments, even where these are internal to the College, for example preparing for the College Ball in Trinity Term. (Should permission be granted for the postponement of a written collection, it must be sat at the earliest possible time that term as stipulated by the Tutor(s) concerned).

Written collections are serious mock examinations, and are treated as such by the college. All work presented in collections must be the student’s own. Plagiarism or cheating of any kind in collections will be treated as a serious violation of college rules and will result in instigation of the college’s academic disciplinary procedures.

Tutors aim to mark and return written collections as promptly as possible, normally by Wednesday of Week 2; where written collections are being marked by Tutors from outside college, they endeavour to ensure that they are marked and returned promptly.

### **Excellent Academic Work**

Excellent academic work is recognised by the University in the award of Distinctions in the First Public Examination, and by First Class Honours in later examinations.

The college recognises excellent academic work in three formal ways:

- (a) By the award of collections prizes (worth £40) to undergraduates for excellent performance in written collections;
- (b) By the award of prizes at the end of the academic year based on performance over the year;
- (c) By the award of Scholarships (worth £200 per year, renewable subject to continued excellent academic performance) to all undergraduates who have been awarded a First Class or a Distinction in the First Public Examination, or a classified examination before their final year;
- (d) By the award of Exhibitions (worth £150 per year, renewable subject to continued excellent academic performance) to undergraduates who do not hold Scholarships, in recognition of excellent performance in University examinations or outstanding performance during the preceding academic year;
- (e) By the award of Fitzgerald Prizes to undergraduates who achieve First Class Honours in the Final Honour School (£200) or a First Class or Distinction in the First Public Examination (£150).

Students who are awarded a Scholarship or an Exhibition have the right, if they wish, to purchase and to wear – in place of their Commoner’s Gown – a Scholar’s Gown. Scholars and Exhibitioners, along with those recently-departed finalists who have attained First Class Honours, are invited to the annual Scholars’ Dinner in Michaelmas Term.

### **Unsatisfactory Academic Work**

The college is committed to helping you achieve your potential in your studies, and if in your academic work you appear to be performing below your potential, the college will intervene, either informally or formally, to help you raise your performance.

If you are struggling with your academic work, your Tutor will normally raise this directly with you, and will help you overcome your difficulties.

If you are repeatedly absent from tutorials, classes, or practical work, or if you fail without good reason to hand in your work on time – or at all – and your Tutor is particularly concerned, they will raise their concerns with the Academic Dean.

The procedures followed in the case of unsatisfactory work by undergraduates can be found in the Red Book.

### **Tutorial Feedback Requested from you**

At the end of each term, you will have the opportunity to feed back to the college about your academic tuition that term, so that college can be sure that your teaching arrangements have been working out well, or to help college find out anything that you think has not been as you would reasonably expect.

You can, of course, raise problems or queries with your own college Tutors at any time. In addition, you should not hesitate to bring to the attention of the Academic Dean any serious concerns you have.

## Academic Information: Graduates

As a graduate, your teaching and supervision is the responsibility of the University rather than the college. Your department or faculty, which has the primary responsibility for monitoring your academic progress and ensuring that you can progress successfully through your degree, will provide you with detailed instructions about your course of study, and what is expected of you, academically, to succeed.

Membership of Exeter College supports your study as a graduate student by providing academic and welfare facilities and support, as well as social and cultural engagement.

### Graduate Progression Forms (GSO Forms) and On-Course Applications

During your graduate course, you are likely to need to complete one or more Graduate Progression or On-Course Application form. Most of these forms need to be signed by the college's Tutor for Graduates (i.e. the Academic Dean). As of Michaelmas Term 2019 the University is phasing out paper-based GSO forms and bringing in a new automated process that will see students completing the On-Course Application form online in a secure environment. The first 10 forms to have been replaced are:

Deferral of transfer of status (GSO.2b)	Defer of confirmation of status (GSO.14b)
Appointment of examiners (GSO.3)	Extension of time (GSO.15)
Dispensation from consultation of thesis (GSO.3c)	Appointment of examiners - law (GSO.27)
Change to mode of study (GSO.4)	Notification of withdrawal from programme of
Application for change of thesis title (GSO.6)	study (GSO.29)
Dispensation from statutory residence (GSO.8)	

#### *On-Course Applications*

Students can access the above forms via the student self-service website ([www.ox.ac.uk/students/selfservice](http://www.ox.ac.uk/students/selfservice)). Automated email notifications will be generated at key time points to support the process, and users will be able to track the applications relevant to them in one single place.

*Graduate Progression Forms can be downloaded from:*

[www.ox.ac.uk/students/academic/guidance/graduate/progression](http://www.ox.ac.uk/students/academic/guidance/graduate/progression)

GSO forms for any other purpose will need to be completed using the paper-based process.

If you need a GSO form signed by the Academic Dean, please email your form to [academic.dean@exeter.ox.ac.uk](mailto:academic.dean@exeter.ox.ac.uk) or hand it in to the Porters' Lodge or the Academic Office, FAO the Academic Dean, with a short cover note explaining what you want done, and to whom the form should be sent next (e.g. returned to you, sent to someone else for signing, etc.). **Please make sure that all the preceding sections of the form are completed, and that all the information about your application is included with the form. It is essential that your supervisor has completed the relevant section of the form prior to submitting it to college.** During term time forms are usually signed and returned quite quickly: please do not leave things to the last minute to get signatures.

If you need a form signed by someone else on behalf of college, then leave it at the Porters' Lodge for them, or contact them in advance if you have a query. If you are not sure who needs to sign something, please drop it in to the Academic Office pigeonhole at the Porters' Lodge accompanied by a note explaining how you need help.

### How the College Monitors your Academic Performance

The college takes its commitment to the academic success of its graduate students seriously. Your College Adviser and the Academic Dean have access to your academic reports (via the University's Graduate Supervision Reporting system (GSR)), and you are welcome to discuss particular issues with your College Adviser.

**Graduate Review** is an opportunity to have a short meeting with the Rector, the Academic Dean, and your College Adviser, to discuss your performance during the preceding year. At this meeting your supervisor's reports, and your self-reports, will be discussed, and you will have the opportunity to raise any issue of which you wish the college to be aware. All graduate students are required to attend a review in the first year of their course – reviews for those on taught courses will be held in Hilary Term, whilst reviews for Research degree students will be held in Trinity Term. Whilst not compulsory, students in the second year of their course or beyond will also be encouraged to attend in subsequent years.

## Financial Matters<sup>1</sup>

*The College Accountant:* Mr Rudi Makishti, (2)79652, [rudi.makishti@exeter.ox.ac.uk](mailto:rudi.makishti@exeter.ox.ac.uk) heads the Accounts Department and is responsible for the collection of course fees and Battels charges for College members.

*Accounts Team* (general queries about payments due to college): Mrs Nicola Yeatman, (2)79946; Mrs Laura Clarke (2)79947; Mrs Alison Winstone, (2)79635; Ms Priya Thakur, (2)79673 [accounts@exeter.ox.ac.uk](mailto:accounts@exeter.ox.ac.uk).

Accounts Office opening hours are as follows:

Monday – Thursday	09.00 to 12.30	and	14.00 to 16.00
Friday	09.00 to 12.30	and	14.00 to 15.00

Payments may be made to college by any of the following methods:

- Online via the Payment Gateway ([www.exeter.ox.ac.uk/payments/](http://www.exeter.ox.ac.uk/payments/))
- Sterling cheque made payable to “Exeter College, Oxford”;
- Credit/debit cards (an administrative charge may be levied for credit cards);
- Internet banking (college bank account details will be provided on Battels statements).

Payments for items consumed in college (e.g. food in Hall, drinks in the college bar) can be made by the college’s cashless payment system (called UPay). The Bod Card is the identifier for each student’s individual account. The card can be replenished with cash at the Lodge or the college bar, and with debit/credit cards online at [www.upay.co.uk/app](http://www.upay.co.uk/app).

*NB Cheques (not cash) and other routine correspondence can be placed in the black box by the door of the accounts office, whether the accounts office is open or not.*

*Academic Registrar* (queries about hardship funding, and other College Grants; queries about incorrect fees being charged): Ms Josie Cobb, (2)79660, [academic.registrar@exeter.ox.ac.uk](mailto:academic.registrar@exeter.ox.ac.uk).

## Course Fees

Detailed information about course fees is online: [www.ox.ac.uk/students/fees-funding/fees](http://www.ox.ac.uk/students/fees-funding/fees).

Course fees are payable to the college annually in advance. They are due to be paid in full at the Accounts Office no later than 16.00 on Thursday of Week 1 of the Full Term in which your academic year starts (for most courses, this means Week 1, Michaelmas term).

For most courses, the college collects the course fee: invoices for fees collected by the college will be sent to students by email before they commence their degree course, to enable payment to be made prior to their arrival at Oxford. Continuing students will receive an invoice prior to the start of each academic year.

There are a small number of graduate courses, based at the Saïd Business School or the Department for Continuing Education, which collect fees directly: students on these courses will receive their invoices directly from their department. In addition, fees for graduate courses with a modular structure are usually paid direct to the department.

*If you are a Home undergraduate (or a graduate studying for a PGCE) and you have taken out a UK Government tuition fee loan, then your course fees will be paid directly to the University (and not to you), although the college may ask for confirmation that you have applied for, or are in receipt of, this loan. You will still receive a fee invoice at the start of the year that you should retain for your records.*

Students who are resident outside the UK should note that it may take several weeks to set up a UK bank account. All students paying by **wire transfer** from an EU/EEA state must add a £6 fee on top of the invoice amount to cover bank charges. All students paying by wire transfer from outside the United Kingdom, the EU and EEA, must pay all additional relevant charges as levied by their bank on top of the invoice amount.

## Queries about your Course Fees

If your fees are collected by the college and you think that you have been charged the wrong fee, please contact the Deputy Academic Registrar ([academic.registrar@exeter.ox.ac.uk](mailto:academic.registrar@exeter.ox.ac.uk)).

If your fees are collected by your department and you think that you have been charged the wrong fee, please contact the relevant administrator at your department.

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<sup>1</sup> Detailed financial information relating to both new, and returning students is published on the University Website and is available here [www.ox.ac.uk/students/fees-funding](http://www.ox.ac.uk/students/fees-funding).

## Students who have Difficulty Paying Course Fees

If you are likely to have difficulty paying your course fees, you should talk with the Finance and Estates Bursar as far in advance of the payment deadline as you can. In very exceptional circumstances, the Finance and Estates Bursar may agree to recommend to the Cases Committee that a Junior Member may be permitted to pay their fees termly in advance, rather than annually in advance.

If you don't pay your course fees on time, you will be suspended from your course. This means that you will be prevented from having any access to University and college facilities. Moreover, you will not be allowed to sit any exams, or to submit any coursework if you are suspended for non-payment of course fees.

## Outstanding Fees and Graduation

Students with unpaid course fees outstanding by the due date determined in the University Examination Regulations can expect to be suspended from their course unless a prior arrangement for deferral of payment has been granted by the Cases Committee. If any course fees are outstanding at the end of a student's course, they will not be permitted to graduate until those fees are paid in full.

## Graduate Continuation Charges

A Continuation Charge is a charge levied by the college on graduate research students (those reading for: DPhil, MLitt, MSc (by research), EngD, MSt Legal Research, MSt Socio-Legal Research, MPhil Law) after they have reached the end of their standard period of fee liability ([www.ox.ac.uk/students/fees-funding/fees](http://www.ox.ac.uk/students/fees-funding/fees)). This charge is levied on all graduate research students who started their research programme in or after September 2012 and who are also liable for the University's Continuation Charge. The current college Continuation Charge is set at 25% of the University's Continuation Charge per term (half this for part-time students), payable at the start of each term.

Separately, the University also levies a Continuation Charge (currently £548 per term, reviewed annually; half this for part-time students) on all graduate research students who started their research programme in or after September 2011 and who have reached the end of their standard period of fee liability ([www.ox.ac.uk/students/fees-funding/fees/](http://www.ox.ac.uk/students/fees-funding/fees/)). Further information on the University Continuation Charge is online: [www.ox.ac.uk/students/fees-funding/fees/liability/graduate-continuation-charge](http://www.ox.ac.uk/students/fees-funding/fees/liability/graduate-continuation-charge).

*Theses submitted in a vacation are considered to have been submitted in the term that runs up to that vacation. For the purposes of determining liability for a continuation charge, the final day on which you may submit your thesis before becoming liable for the charge for a given term is the Friday of Week 0 of that term. For example, if you submit on or before Friday of Week 0 of Michaelmas Term you will be considered to have submitted your thesis in the previous Trinity Term, and you will not be expected to pay a Continuation Charge for Michaelmas Term. If you submit your thesis in Week 1 of Michaelmas Term you will be expected to pay a Continuation Charge for Michaelmas Term.*

*Note that failure to pay your Continuation Charge (whether college or University) may lead to your student status being suspended.*

## Battels

“Battels” is the name for your college bill for domestic charges and other levies, excluding academic fees. Battels cover accommodation and catering charges (where applicable) for the coming term, together with charges or credits for other services arising during the previous term and vacation. Only members of the college in residence may have goods or services charged to Battels.

Battels statements are emailed to students in Week 0 of each term, and an additional statement is compiled and distributed in Week 8 of Trinity term. The statements will be accompanied with payment instructions, the preferred payment option being online via the Payment Gateway ([www.exeter.ox.ac.uk/payments](http://www.exeter.ox.ac.uk/payments)).

All Junior Members are required to pay their Week 0 Battels at the Accounts Office by **4.00pm on Thursday of Week 1 of the term** in question; year-end Battels (delivered in Week 10, Trinity Term) must be paid by the date stipulated on the statement. Students are responsible for ensuring that they have received their Battels statement each term, and for paying bills on or before the deadline set for payment. An administration charge of at least £30 is levied for late payment. *If you are likely to experience difficulty in paying your Battels on time, please talk with the Bursar about your difficulties in advance of the deadline, to see if they can help you. If you are in difficulty, you may be able to agree payment details with them and avoid the charge for late payment.*

The Junior and Middle Common Rooms may, from time to time, make various levies that the college collects on their behalf through the Battels account. Information on these levies, and how to opt out of paying them if you wish to do so, is available from the President of either the JCR or the MCR.

### **Outstanding Battels and Graduation**

Students who finish their course, and who still owe money to the college (Battels) or to the University for things other than course fees (including library fines or invoices for replacement books), are not in good standing with the college unless permission to defer payment has been granted by the Cases Committee. This means that the college will not, if asked, certify that a student is in good standing, and the college reserves the right to refer to these debts, where relevant, in reference checks. Former students not in good standing with the college may be denied access to Old Members' events and other college facilities.

The college will seek to recover all outstanding debts, including those (if any) that remain at the end of a student's course.

### **Living Costs**

Living costs vary greatly according to the accommodation you occupy, the length of your academic year, and the lifestyle you choose. For 2022–2023 the University estimates that you might wish to budget between £1,215 and £1,755 per month (including all food, accommodation, and bills; but not including travel to and from Oxford). These numbers are for guidance only, and students should ensure that they have taken account of their own priorities and preferences in calculating how much it will cost to live in Oxford.

The University's living costs advice, including profiles of individual students' living costs, is online at [www.ox.ac.uk/students/fees-funding/living-costs](http://www.ox.ac.uk/students/fees-funding/living-costs).

### **Home Undergraduates: Oxford Bursaries and Government Loans**

*Government Maintenance Loans:* the amount of living costs support available to Home undergraduates in the form of government loans depends on your household income and the region of the UK in which you live. **Applications must be made each year you are on course, and if your family circumstances change you should apply to be re-assessed mid-year.** Applications are made via your appropriate Student Finance body:

- **England:** Student Finance England - [www.gov.uk/student-finance](http://www.gov.uk/student-finance)
- **Northern Ireland:** Student Finance Northern Ireland - [www.studentfinanceni.co.uk](http://www.studentfinanceni.co.uk)
- **Scotland:** Student Awards Agency for Scotland (SAAS) - [www.saas.gov.uk](http://www.saas.gov.uk)
- **Wales:** Student Finance Wales - [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

Since these agencies are busy in the approach to the next academic year, you are advised to apply early (no later than the Easter vacation before the next academic year). *If you have still not received confirmation of your loan close to the start of the new academic year, despite having registered, please email Oxford's Student Information and Advisory Service ([student.information@admin.ox.ac.uk](mailto:student.information@admin.ox.ac.uk)) and try to include your Customer Reference Number.*

*Oxford Bursaries:* this money, provided jointly by the college (through alumni philanthropy) and University, is non-repayable support towards your living costs.

The University uses your financial assessment information in order to calculate any course fee reduction or bursary entitlement. In order to ensure that we can access this information, you need to have given your consent on your student finance application, and ensured that each of your sponsors has done the same. The University only receives the final calculated household income figure.

### **Other Undergraduates, and All Graduates**

**EU undergraduates** may be eligible for UK Government tuition fee loans, but are not eligible for UK Government support for their living costs. Please see [www.gov.uk/student-finance/eu-students](http://www.gov.uk/student-finance/eu-students) for more information. EU undergraduates who started their course in 2020 or earlier may be eligible for Oxford Bursaries, based on their assessed household income. Overseas undergraduates, however, are not eligible for Oxford Bursaries. If you are an EU or Overseas undergraduate, you should be careful to ensure at the start of your course that you will have sufficient monies to complete your degree. For the latest information on fees and funding for EU students please see [www.ox.ac.uk/students/oxford-and-the-eu](http://www.ox.ac.uk/students/oxford-and-the-eu).

Likewise, **graduate students** should ensure that they start their course in the knowledge that they will have adequate funds to cover their living expenses whilst on course, so that they can focus on their academic studies. Detailed living costs information for graduates is online at: [www.ox.ac.uk/students/fees-funding/living-costs](http://www.ox.ac.uk/students/fees-funding/living-costs).

## Working for Money during Term-time

### **Undergraduates**

It is not usually possible to combine undergraduate study in Oxford with paid work during term time. A student who feels that they need to do paid work should gain the permission of their college Tutor(s) in advance to do so, and should also ensure that they have consulted the Academic Registrar about Financial Assistance grants and loans which might alleviate their need to do paid work in term time. *Note that undergraduates must also devote a substantial proportion of each vacation to academic study, though it is acknowledged that some students will need to do paid work in vacations.*

### **Full-time Graduates**

Graduates who wish to do paid work should consult their department/faculty (and their supervisor, in the case of research students) for guidance on whether taking paid work in term time is likely to interfere with their academic work. The University's paid work guidelines for Oxford graduate students can be found here: <https://academic.admin.ox.ac.uk/policies/paid-word-guidelines-graduate-students>. *Note that many graduates are considered to be "in term time" all year round (or for much of the year), and not just during the eight weeks of Full Term, for the purposes of the requirement of Tier 4 visa-holders to work no more than 20 hours per week during term time. Tier 4 visa-holding graduates are advised to consult their prospective employer, and/or the University's Student Immigration team ([student.immigration@admin.ox.ac.uk](mailto:student.immigration@admin.ox.ac.uk)), in advance of accepting any employment opportunities which might exceed this 20-hour limit.*

### **Hardship funding: financial help when you don't have enough money for living costs**

The college and the University each have a range of grants available to help you if you experience unforeseen or exceptional financial difficulties after starting your course. Further information can be found at [www.exeter.ox.ac.uk/students/financial-support/financial-aid/](http://www.exeter.ox.ac.uk/students/financial-support/financial-aid/) and [www.ox.ac.uk/students/fees-funding/assistance/hardship?wssl=1](http://www.ox.ac.uk/students/fees-funding/assistance/hardship?wssl=1).

### **Grants for Academic Purposes and Non-Academic Purposes**

The College has a variety of grants and prizes for both academic and non-academic purposes. Full details of these can be found on the college website [www.exeter.ox.ac.uk/students/financial-support/](http://www.exeter.ox.ac.uk/students/financial-support/)

## **Academic Facilities**

### **College Library**

*College Librarian*, Ms Joanna Bowring, (2)79622, [library@exeter.ox.ac.uk](mailto:library@exeter.ox.ac.uk)

*Assistant College Librarian*, Ms Stephanie Wales, (2)79657, [library@exeter.ox.ac.uk](mailto:library@exeter.ox.ac.uk)

*Archivist*, Ms Victoria Northridge, (2)79657, [archives@exeter.ox.ac.uk](mailto:archives@exeter.ox.ac.uk)

*Fellow Librarian*, Dr Chris Fletcher, [chris.fletcher@bodleian.ox.ac.uk](mailto:chris.fletcher@bodleian.ox.ac.uk)

*Fellow Archivist*, Dr Christina de Bellaigue, [christina.debellaigue@exeter.ox.ac.uk](mailto:christina.debellaigue@exeter.ox.ac.uk)

### **Temporary College Library**

During the 2022-2023 academic year there is a temporary college library of c7,000 books in the Saskatchewan Room, for use during renovation works to the library buildings in the Fellows' Garden.

All books in the temporary library are available for borrowing by Exeter students.

**Opening hours.** The College Library is open 24 hours every day throughout the year, except for a closed period over the Christmas vacation, and is staffed from 09.00-17.00 Monday – Friday. Entry is by swipe card at the door.

Library staff are pleased to answer any queries, either in person or by email at [library@exeter.ox.ac.uk](mailto:library@exeter.ox.ac.uk). Please note that:

- (a) The Library may be closed for periods if the rule against eating, drinking, and smoking in it is broken;
- (b) Night-time opening is conditional on the good behaviour of those using the library during the night hours;
- (c) Readers will be notified of vacation opening hours.

Further information about the College Library can be found here [www.exeter.ox.ac.uk/students/library/](http://www.exeter.ox.ac.uk/students/library/).

The College Library is not the only library available. Graduate students in particular may find departmental and divisional libraries useful in locating relevant study resources. Information about other libraries across the University can be found here: [www.ox.ac.uk/research/libraries](http://www.ox.ac.uk/research/libraries).

## Trinity Term Study Space

The College Library can become very busy during Trinity Full Term, when many students are busy revising for their University examinations. All students, whether or not they are resident at Cohen Quad, are entitled to make use of the Learning Commons there throughout Full Term.

During Trinity Term the college also provides additional study space on the Benefactors' Balcony (above the Hall, accessed via Staircase 3). Access to this space may be restricted when events are taking place in Hall. If it is locked, a student can request the key to the Benefactors' Balcony from the duty Porter at the Porters' Lodge. The space is intended for communal use; a student may not reserve this space, or other college meeting rooms, for personal study.

## Computing

There is an IT Department in college that runs and monitors Exeter's computer systems. The Computing Department comprises the IT Manager, Mr Ian Williams, an IT Officer, Mr Will Marles, and an IT Support Officer, Mr Harrison Wells

The Exeter College IT team will help you with any technical assistance relating to studies and accessing College and University services. If needed they can be sought by emailing [it-servicedesk@exeter.ox.ac.uk](mailto:it-servicedesk@exeter.ox.ac.uk)

If access to email is unavailable, the team can be reached via (2)79670, or by visiting the offices found within the Balsdon Room, beneath the Rector's Lodgings.

The University's main IT Services team ([www.it.ox.ac.uk](http://www.it.ox.ac.uk)), also provide a great many additional facilities, including a number of software downloads including a "Virtual Private Network" facility which allows you to access Oxford-only online resources such as journals, when away from Oxford (for example, during vacations), and anti-virus software.

All students also have an Office365 account which allows the student to use Office365 applications and 5TB OneDrive storage.

Rules and regulations relating to the use of computers can be found in the Red Book.

## College Computing Provision

### *College-provided Computers*

Workstations linked to the University network are provided for the academic use of Junior Members in several locations around college. The largest suite of workstations is to be found within the Balsdon Room on the Turl Street site, although there are others in locations throughout the college buildings, such as the JCR, MCR, Cohen Quad Dakota Café, and the Exeter House Chapel Building. Printing facilities, where available, are fast and high-quality laser printers.

All computer facilities, and the Balsdon Room especially, are primarily places of work and care should be taken not to disturb others. Students using college computers for non-academic use should give way to those waiting to work. Students are forbidden from adjusting or modifying the wiring of college computers.

Please note that the Balsdon Room is used as a computing suite for written collections on Thursday afternoon, and Friday of Week 0 of Full Term, and may be closed on these days to Junior Members who are not sitting written collections.

For further information and help with the college's computing facilities please see the college website [www.exeter.ox.ac.uk/students/computing-and-it/](http://www.exeter.ox.ac.uk/students/computing-and-it/)

### *Personal Computers and Wi-Fi connectivity*

Wi-Fi is commonly available throughout the College buildings and is the preferred way to access the internet. Please note that Wi-Fi is secured via Enterprise level security, devices which do not support 802.1x will not run on our Wi-Fi network. This includes devices such as Wi-Fi printers, Amazon Alexa, Google Home and many games consoles. Wired connections may be available if needed.

## Non-Academic Facilities

### Accommodation

*Accommodation Manager* (allocation of rooms, issues arising about rooms in college):

Mihaela Groza, (2)79654, [mihaela.groza@exeter.ox.ac.uk](mailto:mihaela.groza@exeter.ox.ac.uk)

*Operations Manager* (allocation of rooms and issues arising about rooms in Cohen Quad):

Claire Fell, Cohen Quad, [claire.fell@exeter.ox.ac.uk](mailto:claire.fell@exeter.ox.ac.uk)

*Hostels Supervisor* (issues arising at Exeter House and Stapeldon House):

Iwona Horbaczewska, 01865 (2)45471, [iwona.horbaczewska@exeter.ox.ac.uk](mailto:iwona.horbaczewska@exeter.ox.ac.uk)

### Allocation of Accommodation

Accommodation in college and college property is assigned under the authority of the Rector by the Sub-Rector, with the help of the Accommodation Manager and Officers of the MCR and JCR. Problems with accommodation should, in the first instance, be addressed to the Accommodation Manager.

The college guarantees its *undergraduate students* three years of accommodation. Undergraduate students on four-year courses may be able to be accommodated for a fourth year, subject to availability.

We guarantee accommodation in years 1, 2 and 3 to: CAAH, English, Fine Art, Law, History, Music, PPE, E&M, Biomedical Sciences, Pre-Clinical Medicine, Biochemistry, Chemistry, Maths, Physics.

We guarantee accommodation in years 1, 2 and 4 to: Classics, Law with LSE, Modern Languages, Engineering, Earth Sciences.

All *1st year undergraduates* will be assigned rooms in college.

*Other undergraduates* take part in a ballot for college accommodation in either the college main site, Cohen Quad, Stapeldon House, or Exeter House on the Iffley Road. Some college houses and flats are available to groups of students who apply for them as a group. The ballot takes place in Michaelmas Term, and information about the ballot is circulated in advance by e-mail. Those who are successful in the ballot must sign, by the end of Third Week, Hilary Term, an undertaking to occupy the accommodation assigned; otherwise the accommodation will be reallocated.

Up to 84 *newly-admitted full-time graduate students* can be accommodated at Exeter House on the Iffley Road. Rooms are not guaranteed, however, and will be offered on a first-come first-served basis. *Full-time graduates in their 2<sup>nd</sup> or subsequent year* may live in Exeter House, subject to availability.

Accommodation is not available to part-time students, although they may – subject to availability – book the Guest Room at the usual Bed & Breakfast rate when visiting Oxford, for example during periods required by their course.

### Terms of the College Rental Agreement

Junior members who wish to vacate college accommodation before the end of an academic year must give 8 weeks' notice. Rent continues to be payable during the notice period. Only the Cases Committee has the authority to waive all or part of these charges.

Accommodation charges will continue to be levied after the notice period until the keys are returned to the Porters' Lodge or Accommodation Manager, as appropriate.

All students must sign a licence agreement **BEFORE** taking up residence and are bound by its terms. Any breach of the agreement will result in disciplinary action. Room keys will not be issued until receipt of the signed licence agreement.

### Rents

Rents and Charges (including water rates in the case of college houses and flats) are payable termly in advance and will be levied in respect of the accommodation first assigned. If you change rooms in mid-term, the adjustment will be made at the start of the following term. If you vacate a college room mid-term you will normally be charged for it until the start of the following term. Freshers are charged automatically from the Sunday of 0th week in Michaelmas Term and the Thursday of 0th week in Hilary and Trinity Terms. Students arriving early or staying up for the vacation, with permission from the Accommodation Manager, will be charged at the daily rate.

There are no additional charges for central heating, hire of furniture, scout service, maintenance and (if applicable) local authority charges.

### Vacation Residence

Junior Members who need to be in Oxford for longer than the Standard Rent period for their room can apply for vacation residence. The College offers most Junior Members a Vacation Study grant to help with the cost of vacation residence rent. Further details can be found on the College website: [www.exeter.ox.ac.uk/students/financial-support/grants-for-undergraduate-students/](http://www.exeter.ox.ac.uk/students/financial-support/grants-for-undergraduate-students/). Application forms are circulated by e-mail on Wednesday of Week 3, and must be completed and returned no later than Wednesday of Week 6.

Junior Members who are granted vacation residence outside their Standard Rent period and who live on the main college site on Turl Street are normally required to move rooms. This is because, during the vacations, these rooms are used to host undergraduate admissions candidates attending interviews, and are let to conference guests to raise money that subsidises Term-time rents. However, Junior Members whose rooms are on Turl Street may apply to the Sub-Rector, via their Vacation Residence application form, to stay for certain days if the rooms are available or if they have good cause to remain on Turl Street. Junior Members whose Turl Street rooms are not available during vacations, and who need to remain in Oxford for vacation residence, can usually be accommodated in a room on the Iffley Road. Vacation residence outside the Standard Rent period is charged, per day, at the Daily Rate.

### Rooms on the Main College Site, Turl Street

The Standard Rent for these rooms covers 174 days per year (Thursday of Week 0 to Friday of Week 8, inclusive, for each of the three Terms). In addition to this, fresher undergraduates are automatically charged the daily rate for Sunday to Thursday of Week 0 (4 nights).

Grade	Description	Daily Rate	Termly Rate
A	Single Set with Shower & WC; or Large Study Bedroom with Shower & WC 2:2, 2:4, 3:2B, 3:4, 3:6, 3:10, 5:5, 5:6, 6:5, 6:6, 6:7, 10:1; 10:4, 10:6, 10:7, 10:9, 10:11, 11:2, 11:10	£29.30	£1699.40
B	Medium Study Bedroom with Shower & WC; or Large Single Set 2:7, 3:2, 3:2A, 3:7, 3:8, 3:9, 3:11, 7:8, 8:4a&b, 8:6a&b, 10:5, 10:8, 11:1, 11:7, 11:9, 11:11, 11:12, 8:7, 8:8, 8:9, 12:1, 12:3, 12:4, 12:5, 12:7, 12:8, 12:9, 12:11, 12:12, 13:2, 13:5, 13:8, 14:13, 14:15	£27.35	£1586.30
C	Medium Twin Set with Shower & WC; or Large Study Bedroom; or Medium Single Set 2:3a&b, 2:5a&b, 2:6, 2:9, 3:3a&b, 3:5a&b, 6:3a&b, 6:4a&b, 7:2a&b, 7:3a&b, 7:4a&b, 7:5a&b, 7:6a&b, 7:9, 7:10, 12:2, 12:6, 12:10, 14:2, 14:3, 14:5, 14:6, 14:8, 14:9, 14:11	£27.35	£1586.30
D	Small Study Bedroom 2:8, 7:7, 9:1, 9:2, 9:3, 9:9, 9:11, 9:13, 9:14, 9:15, 9:23, 9:24, 9:26, 9:28, 9:29, 9:36, 9:37, 9:38, 9:40, 9:42, 13:1, 13:4, 13:7, 14:1, 14:3; 14:4, 14:7, 14:10, 14:12; 14:14, 15:1	£26.02	1509.16
E	Small Study Bedroom 9:4, 9:5, 9:6, 9:10, 9:16, 9:17, 9:18, 9:19, 9:20, 9:21, 9:25, 9:30, 9:31, 9:32, 9:33, 9:34, 9:35, 9:39, 9:43, 13:3, 13:6, 13:9, 15:2, 15:4, 15:5, 15:6, 15:7	£25.59	£1484.22

### En-suite bedrooms at Cohen Quad, Walton Street

The Standard Rent for these rooms covers 174 days per year (Thursday of Week 0 to Friday of Week 8, inclusive, for each of the three Terms). There are two grades and the daily rates are as follows:

Grade	Daily Rate	Termly Rate
A*	£30.76	£1784.08
A	£29.38	£1704.04

There are 11 Grade A\* bedrooms and 79 Grade A bedrooms.

### Friendship Houses at 220, 222, 224 & 226 Iffley Road

Grade	Daily Rate	Termly Rate
A	£27.49	£2501.59
B	£26.51	£2412.41
C	£25.42	£2313.22
D	£24.20	£2202.20
E	£22.63	£2059.33

The Standard Rent for these rooms covers 39 Weeks, as follows:

Michaelmas	1 October 2022 – 31 December 2022	(13 weeks)
Hilary	1 January 2023 – 31 March 2023	(13 weeks)
Trinity	1 April 2023 – 30 June 2023	(13 weeks)

### Undergraduate Student Rooms Blocks B & G at Exeter House, Iffley Road

The Standard Rent for these rooms covers 210 days per year (Sunday of Week 0 to Saturday of Week 9, inclusive, for each of the three Terms).

These rooms are available to second, third and fourth year undergraduates, through the room ballot. If a room is available in the vacation it is charged for at the daily rate.

Grade	Description	Daily Rate	Termly Rate
A	medium en-suite bedroom	£27.49	£1924.30
B	medium standard bedroom/small en-suite bedroom	£26.46	£1852.20
C	medium standard bedroom/small en-suite bedroom	£24.08	£1685.60

### Graduate Rooms at Exeter House, Iffley Road

The Standard Rent for these rooms covers 273 days per year (1<sup>st</sup> October – 30<sup>th</sup> June).

Grade	Description	Daily Rate	Termly Rate
A*	large en-suite bedroom	£28.23	£2568.93
A	medium en-suite bedroom	£27.49	£2501.59
B	medium standard bedroom/small en-suite bedroom	£26.46	£2407.86

### College Flats

The College has a number of self-contained flats at Exeter House which are offered to students with established partners or families. These are let on ten-month (undergraduates & graduates) or eleven-month (graduates only) leases starting on 1 October. Rents (and water charges for 12 months) are determined by the property, not by the number of occupants. Tenants are responsible for cleaning College Flats and the Scout service is not included.

### Flats at Exeter House, Iffley Road

Prices per month:

Studio room (R block)	£994.00
1 & 2 Bed Flats	£1214.00-1253.00

## **Guests Staying in College Accommodation**

Students are allowed to have occasional overnight visitors on the condition that they stay no longer than two nights consecutively and no more than two nights in a seven-day period. All guests must be signed in via the appropriate Guest book in order for the college to comply with Safety and Fire Regulations. Guest Books can be found as follows: Turl Street – Guest Book at the Lodge; Cohen Quad – Guest Book at the Front Desk; Stapeldon House and Exeter House – Guest Book in the Pavilion at Exeter House.

A single **guest room** is available on the Turl Street site at a cost of £48.00 per night for Bed & Breakfast. Application for these guest rooms should also be made to the Accommodation Manager.

## **Insuring your possessions**

### ***Undergraduates living in College accommodation***

The College provides (for free) personal effects insurance to all undergraduates living in College accommodation. The insurance, provided by Endsleigh, covers up to £6,000 of personal effects (£7,000 for disabled students), including up to £2,000 for computer equipment (e.g. desktops, laptops, tablets etc.). Further details of the insurance, other benefits (e.g. discounts with certain retailers) and how to make a claim can all be found on the Endsleigh App. You first need to confirm your cover / create an account and then you can download the App here:

[https://my.endsleigh.co.uk/registration?\\_ga=2.78591639.269093709.1662458185-571584429.1662458184](https://my.endsleigh.co.uk/registration?_ga=2.78591639.269093709.1662458185-571584429.1662458184)

In order to for you to benefit from the Insurance cover, the College may need to be able to share your personal information (including your name, date of birth and course details) with Endsleigh for the purposes of the verification of any claims. By confirming your cover and downloading the Endsleigh App, you are agreeing to the College being able to share your personal data with Endsleigh. If you would prefer not to share your data, and therefore opt out of this insurance cover, please let your accommodation manager know on arrival at the College. Endsleigh may also need your personal data when you confirm your cover and for the purposes of refining quotes (you can read Endsleigh's privacy policy at [www.endsleigh.co.uk/site-info/endsleigh-privacy-policy/](http://www.endsleigh.co.uk/site-info/endsleigh-privacy-policy/)).

### ***All postgraduates, and undergraduates living out***

The College insurance does not provide cover for the belongings of postgraduate students or students living out as the College would normally expect the students to insure their own personal effects. Junior Members are therefore strongly advised to take out their own personal insurance from one of the specialist student insurance companies whose leaflets are available at the Lodge. Equally, the College does not accept responsibility for any loss or damage to belongings left in the trunk room or any other College property over vacations: it is therefore recommended that you arrange your own personal possessions insurance.

## **Scouts**

Cleaning staff (known as Scouts) maintain the communal parts of the college, Cohen Quad, Stapeldon House and Exeter House, ensuring staircases, corridors, bathrooms, and lavatories, are kept in a clean and tidy condition. Scouts also visit all rooms (excluding self-contained flats) three times a week to empty waste bins and must be allowed full access at least once a week to carry out a more thorough clean, including vacuuming. It is not, however, the Scouts' responsibility to wash up any crockery, cutlery etc. in any of the kitchens. Note that if a Scout has to clear up vomit, a charge will be made either to the student responsible, if known, or the JCR/MCR. Complaints of any negligence on the part of any member of the domestic staff should be made to the Accommodation Manager.

## **Room Keys**

College room keys are obtainable from the Lodge in the case of rooms on the main college site, and from the Hostel Supervisor in the case of rooms in Stapeldon House and Exeter House. Cohen Quad rooms will be accessed by a keycard. You must keep your room key on you at all times and ensure that your door is locked when you leave your room. Those who repeatedly request the use of the spare key will be fined. You must return your room key when you vacate your room at the end of each Term: failure to return your key will result in a charge of £50, and may result in a rental charge per day. If you lose your room key the College reserves the right to charge you reasonable costs for the materials and labour required to replace the lock.

## Maintenance and Repair

Blu-Tak and other adhesives must not be used for fixing anything to bedroom or study walls. Please use the notice boards provided.

Details of all defects and other problems arising on all college premises should be recorded via the maintenance email system.

- 1) When reporting a fault or maintenance issue please use the following email address:

[maintenance-servicedesk@exeter.ox.ac.uk](mailto:maintenance-servicedesk@exeter.ox.ac.uk)

- 2) In the subject line please put a brief summary including, which site, the exact location, the relevant item and fault.

For example: Turl Street - SC14 - Room 5 - Bathroom Sink Leaking

- 3) Please copy the subject line into the main body of the Email along with any additional information that will aid our maintenance team to assist you.

## Portable Appliance Testing (PAT)

The college will be offering several drop-in sessions where you will be able to leave your electrical items for PAT testing free of charge. The dates will be circulated via email, social media and via posters displayed around the college.

## Launderette

All are located as follows:

Turl Street site	Basement of Staircase 10 (Contactless)
Cohen Quad	Basement (Contactless)
Exeter House	Basement of SKP House (Contactless) Back area of Block Q (Contactless)

## Catering

Catering Services Manager, Mr Nick Green, (2)79663, [nicolas.green@exeter.ox.ac.uk](mailto:nicolas.green@exeter.ox.ac.uk)

Conference and Catering Administrator, Natasha Hall (2) 79931, [natasha.hall@exeter.ox.ac.uk](mailto:natasha.hall@exeter.ox.ac.uk)

Head Chef Mr Mark Willoughby (2)79643, [mark.willoughby@exeter.ox.ac.uk](mailto:mark.willoughby@exeter.ox.ac.uk)

Bar Manager, Vilmos Kovacs (2) 79636, [vilmos.kovacs@exeter.ox.ac.uk](mailto:vilmos.kovacs@exeter.ox.ac.uk)

Brunches, lunches and dinners are served in the Hall on the main college site. Current opening times can be found on the College website ([www.exeter.ox.ac.uk/students/catering/](http://www.exeter.ox.ac.uk/students/catering/)). The college website will be updated daily with lunch and dinner menus and details of special events.

**Dakota Café at Cohen Quad - 0<sup>th</sup> week 10am until 2pm, Weeks 1-8 8am-4pm**, It serves breakfast and lunch including salads, baguettes, and flatbreads with a choice of filling; a hot meat and vegetarian lunch option along with pizza, samosa and quiche along with a selection of soft drinks, cakes, chocolates, fresh fruit.

## Payment

Payment for meals in Hall is made using your University card, via the UPay system ([www.upay.co.uk/app](http://www.upay.co.uk/app)). Meals in Hall are charged at a subsidised rate for students; approximate prices in Michaelmas Term are: Breakfast approx. £2.25 (cereal, juice, coffee and fruit); Lunch approx. £3.65 (meat main, potatoes, vegetables); and Dinner through the Servery approx. £6.50 (evening starter, meat main, potatoes, vegetables. Wednesday & Sunday night formal halls (a 3 course served meal with a glass of house wine or soft drink alternative) will be a set charge of £17.20 or £21.30 for guests. No food or drink from outside college may be brought into Hall without the prior permission of the Catering Manager.

## **Signing On and Cancellation**

All students who wish to attend Second Hall Dinner and Special Functions must indicate that they wish to do so by signing online via their individual UPay account. Wednesday Dinner booking closes the previous day at 1.30 pm and Sunday Dinner booking closes at 1.30pm on the preceding Friday.

Any member who has signed on for a meal via UPay, and finds that they are unable to attend that particular dinner, may contact the Catering Office no later than 1.30pm the previous day, or 1.30pm Friday for Saturday or Sunday, to be reimbursed.

Throughout each term there will be other special dinners which you will be informed of via the catering Facebook page, Exeter College Catering, and this will also be updated daily with the day's lunch and weekly menus.

You will not be served meals if you do not follow the above procedure.

*NB All cutlery/crockery/trays etc. taken from the hall must be returned at the earliest possible opportunity*

## **Guests**

Junior Members may bring guests to any meals in Weeks 0 to 9 inclusive (guests staying in a college guest room are allowed breakfast in their own right as part of their Bed & Breakfast charge), subject to a maximum of six per host. If you wish to bring more guests, then please contact the Catering Manager directly. Guests for Second Hall have to be signed on via UPay. There will be no food for guests who have not been signed on.

## **Lunch in the Vacation for Graduates**

Graduate students may take lunch daily in the MCR during vacations. Meals must be collected from the kitchen by 12 noon; trays etc. should be returned to the kitchen after lunch. Graduates who wish to have lunch in the vacation should check that the kitchens are open and should email [scr-meals@exeter.ox.ac.uk](mailto:scr-meals@exeter.ox.ac.uk), before 10.30 on the day, to ensure that sufficient food is available. Failure to show will be charged at a standard rate of £2.50.

## **Undergraduate and Graduate Welcome Dinners**

In Michaelmas Term, formal dinners are held to which all new undergraduate/graduate students are invited, along with Fellows of the college and the JCR/MCR Executive Committee (it is not possible to bring guests to this dinner).

## **Graduate High Table**

The Graduate High Table dinners are formal dinners that serve to bring graduate students and others together. These dinners are held twice each year: once in Hilary Term and once in Trinity Term.

There is no charge to attend this dinner for full-time Exeter graduate students who are enrolled on their programme of study. Part-time Exeter Masters students can attend college Graduate High Table on a pro-rata basis. This means that if you are on a part-time Masters course you may attend two Graduate High Table dinners free of charge during your time as a student. Part-time students who would like to attend more meals may do so, but will be charged at the guest rate. Students who sign up for this event but do not attend will be charged an amount to cover the cost of the food that will have been prepared.

Please note, however, that the event is not open to **Associate Members of the MCR**, unless they are brought in as the guest of a full MCR member.

Each term, a current graduate student may bring a guest (for whom there will be a charge). In Hilary Term, college will encourage students to bring their supervisor or a colleague from their research group; in Trinity Term the college will encourage students to bring their partner/spouse or a friend.

Dress is smart casual. Gowns are to be worn by members of college.

Information about the dinners, and how to sign up, is circulated by email to graduates in advance of the dinner.

## **Subject Family Dinners**

These are academic events organised by the college, to bring together undergraduates, graduates (within the standard duration of their course), and Fellows, from related academic disciplines. These events – held once per year for each of the college's four "subject family" groups – consist of a series of talks by graduate students about their research before dinner, continued discussion over a formal dinner in Hall, and a guest speaker at the end of dinner. This event is free to attend, although you may be charged if you do not attend after having accepted an invitation, and fail to provide an adequate explanation in good time. Invitations are sent once the dates for the event have been finalised.

## Self-Catering

The JCR kitchen, on the ground floor of Staircase 6 in main college, has limited cooking facilities. Junior Members wishing to use the JCR kitchen must sign for the keycard at the Lodge and ensure that the kitchen is left clean and tidy and the utensils replaced in the locked cupboard after use. The door should always be shut and the keycard returned to the Lodge. If this is not done, access to the cooking facilities may be withdrawn until arrangements are made with the Junior Deans for its cleaning by the JCR. Self-catering facilities are available in Stapeldon House and Exeter House. Cohen Quad has shared kitchen facilities on each floor for use by residents. It is expected that students will keep these areas clean and tidy at all times. If students do not comply with this expectation the facility may be withdrawn until arrangements are made with the Junior Dean (Cohen Quad) for its cleaning by the JCR.

## Queries or Complaints about the Catering Service

Junior Members with a query or a complaint about the meals or service in Hall should take it immediately to the Catering Services Manager or, in their absence, to the senior member of the catering staff on duty at the time. It should subsequently be brought to the attention of the JCR Domestic/Housing Officer, or written in the suggestions book on the notice board in the Hall entrance.

## The Chapel

*Chaplain*, The Rev'd. Andrew Allen, (2)79610, [andrew.allen@exeter.ox.ac.uk](mailto:andrew.allen@exeter.ox.ac.uk)

The Chaplain is available to speak in confidence with any member of college (irrespective of religious belief) concerning any matter.

## Choir

Members of the college who wish to join the Choir should contact the Organ Scholars, Miles Swinden (Parry Wood Organ Scholar), SungJoon Park (Junior Organ Scholar) and Michael Koenig (Graduate Organist) at [organ.scholar@exeter.ox.ac.uk](mailto:organ.scholar@exeter.ox.ac.uk) for an audition.

Each year, the college appoints, by audition, a number of student members of the College Choir to an Academical Clerkship (choral bursary).

## Organ

Members of the college who wish to play the organ should contact the Organ Scholar or Chaplain. Booking of the Chapel for recitals etc. should be done in the Steward's Office, having secured the permission of the Chaplain.

## Chapel Services

All members of the college, as well as visitors, are welcome to come to services. These are opportunities to pause, reflect, and explore who we are. Anyone who wants to read or serve in the Chapel would be most welcome, and should contact the chaplain. Services vary from the simple, with just a reading and some prayers, to the choral exuberance of evensong, and take place as follows:

	Morning	Evening
<b>Sunday</b>	-	18.00 (Choral Evensong)
<b>Monday</b>	8.30am Mattins	-
<b>Tuesday</b>	8.30 am Mattins	18.15 (Choral Evensong or Choral Eucharist)
<b>Wednesday</b>	8.30 am Mattins	-
<b>Thursday</b>	8.30 am Mattins	21.00 (Choral Compline by candlelight)
<b>Friday</b>	8.30 am Mattins	18.15 (Choral Evensong or Choral Eucharist)

Please note, all Mattins are normally held via Teams – please email the Chaplain ([andrew.allen@exeter.ox.ac.uk](mailto:andrew.allen@exeter.ox.ac.uk)) for the link.

The annual **Commemoration of Benefactors** is made at Choral Evensong on the last Sunday of Trinity Term. Scholars, as members of the Foundation, are encouraged to attend this service.

## Hiring College Facilities

### Public Rooms

The following rooms are available for lectures and classes (including use by Junior members of the College for University and College teaching) at the discretion of the Academic Dean: At the Turl Street site the Quarrell, Stapeldon, and Morris Rooms. At Cohen Quad the Fitzhugh Auditorium and Maddicott, Eltis, Marylin Butler and Kloppenberg Rooms.

The above rooms may also be booked for other purposes at the discretion of the Prevent Lead ([rachel.taylor@exeter.ox.ac.uk](mailto:rachel.taylor@exeter.ox.ac.uk)), and any such bookings must adhere to the college's Code of Practice on Freedom of Speech (available here [www.exeter.ox.ac.uk/college-policies-and-statements/](http://www.exeter.ox.ac.uk/college-policies-and-statements/)). Bookings should be made online at [forms.office.com/r/aBEueWGLn](http://forms.office.com/r/aBEueWGLn) through the Head Lodge Porter, at least one week in advance where no speaker will be present, and two weeks in advance where a speaker will be present.

Please note that food and drink are not usually permitted in any of the rooms; that any Society bookings may require a deposit; and that rooms may only be booked by members of both Exeter and the relevant society. Any special request to allow refreshments must be made directly to the Sub-Rector or the Junior Deans in writing, at the time of completing the booking form. The keys are available from the Lodge and must be signed for by the person who made the booking. The person who made the booking request must be present for the duration of the booking.

### The College Bar

The Undercroft (under the Hall) contains the college bar, which is open 18.00 to 22.30 in Full Term. The bar may be closed early on the evenings of college concerts and other events. Events may be held in the Undercroft only with the permission of the Sub-Rector or Junior Deans. An Event Booking form is available at the Lodge. Failure to behave in a way that allows the bar to be a friendly place for all members of college, or to abide by any direction given by the Bar Manager, will be considered a disciplinary offence, and will be referred to the Sub-Rector and the Junior Deans.

### Music, Art, Sport, and Drama

#### Music Practice Rooms

The Turl Street Music Practice Room, is located under Staircase 14, and may be used from 09.00 to 17.00 and 19.00 to 23.00. The period between 17.00 and 19.00 is for piano use only. The key is available from the Porters' Lodge. This room may be booked in advance in the Lodge for half-hour and one-hour periods except when there is a service in the Chapel. Booking on behalf of a third party is not permitted. No individual or group may book the room for more than eight hours in any one week, and for a maximum of two hours per day.

The Cohen Quad Music Practice Room can be booked by contacting the Cohen Quad Front Desk.

#### Grand Piano

Members wishing to play the concert grand piano in the Chapel should seek permission from the Chaplain. There is also an upright piano in the Music Practice Room. It is sometimes possible to use the grand piano in the drawing room of the Rector's Lodgings on weekdays between 10 am and 6 pm with permission from the Rector's PA ([heidi.coates@exeter.ox.ac.uk](mailto:heidi.coates@exeter.ox.ac.uk)).

#### Punt Hire

Tickets are available from the Lodge in Weeks -1 to 9 of Trinity Term, and possibly through the long vacation. Bookings must be made in person at the Lodge

#### Paintings

The Stapeldon Society owns a collection of paintings, which are lent for a small fee to Junior Members who live in college.

#### Exeter College Musical Society

This society promotes concerts by members of the college and by visiting artists.

## **Sport**

The college has excellent sporting facilities, including a high-quality sports ground with football, rugby and cricket pitches, grass tennis courts, a squash court and a well-equipped weights room. On the river, we also have our own boathouse.

The JCR pay an annual subscription to the University's Iffley Road Sports Centre and Pool ([www.sport.ox.ac.uk/facilities/iffley-road/](http://www.sport.ox.ac.uk/facilities/iffley-road/)) for all Exeter students, for which there is a small fee charged via Battels.

## **Drama**

The John Ford Society offers financial support to dramatic productions.

## Welfare and Medical Facilities

Welfare Coordinator and Chaplain: the Rev'd. Andrew Allen, Room 9:8, (2)79610, [andrew.allen@exeter.ox.ac.uk](mailto:andrew.allen@exeter.ox.ac.uk).

Welfare Dean: Prof Catherine Green, [welfare.dean@exeter.ox.ac.uk](mailto:welfare.dean@exeter.ox.ac.uk).

Junior Dean (Turl Street site): Brittany Johnson, [juniordean.turl@exeter.ox.ac.uk](mailto:juniordean.turl@exeter.ox.ac.uk).

Junior Dean (Cohen Quad site): Sandra Adele, [juniordean.sandra@exeter.ox.ac.uk](mailto:juniordean.sandra@exeter.ox.ac.uk)

Junior Dean (Iffley Road, Exeter House): Anjali Rawat, [juniordean.iffley@exeter.ox.ac.uk](mailto:juniordean.iffley@exeter.ox.ac.uk)

Porters' Lodge (First Aid): (2)79600, [lodge@exeter.ox.ac.uk](mailto:lodge@exeter.ox.ac.uk).

College Nurse: Mrs Helen Thornton, Room 7:1, (2)79639, [exeter.nurse@nhs.net](mailto:exeter.nurse@nhs.net).

Welfare Officer: Mrs Helen Thornton, [welfare@exeter.ox.ac.uk](mailto:welfare@exeter.ox.ac.uk) (this email is checked by both the Welfare Officer and the Chaplain)

College Doctors (medical appointments): 01865 240501, [www.19beaumontstreet.com/student-page](http://www.19beaumontstreet.com/student-page)

Harassment Officers (Fellows who have been trained in harassment issues, and who are available to talk with any member of the college who is concerned about harassment): Dr Dan Quigley, (2)79616, [dan.quigley@exeter.ox.ac.uk](mailto:dan.quigley@exeter.ox.ac.uk) and Dr Agni Orfanoudaki, (2)79666, [agni.orfanoudaki@sbs.ox.ac.uk](mailto:agni.orfanoudaki@sbs.ox.ac.uk).

## Guidance on Confidentiality in Student Health and Welfare

The college endorses the University's policy on confidentiality in student health and welfare, as set out in a document authored by the University's Committee on Student Health and Welfare, available as a PDF on the University's website at the following address:

[www.ox.ac.uk/students/welfare](http://www.ox.ac.uk/students/welfare)

The college recognises the same practical and legal obligations as set out in the University document. In all cases, the duty of confidence is not absolute and may normally be overridden in circumstances where there is an overwhelming public interest or legal obligation to do so. The following paragraphs are essentially summary statements, and the above document should be referred to for fuller guidance.

Information given in confidence by a student will, as a general rule, be treated in a confidential manner. This would include information about a student's physical or mental health or financial circumstances. Disclosure of such information will be on a need-to-know basis. Except in exceptional circumstances (e.g. where there appears to be a risk that the student will harm themselves or others, or where the student is seriously ill), confidential information should be disclosed to parents or other family members only with the consent of the student.

The college owes a duty of care to all its members, staff and students, and in some circumstances it might not be able to discharge this duty without infringing confidentiality. There will be circumstances in which the disclosure of information may be necessary; students will be asked to give their consent, but in the final analysis it will be a matter for the professional judgement of the college to decide whether any such disclosure should be made.

Those to whom information has been given in confidence, or who have acquired information which they regard as confidential, may be concerned about the welfare of a student, but uncertain whether they should disclose this information or not. In these circumstances it may be sensible to seek advice from an appropriate person (e.g. a senior college officer or College Doctor) on whether the matter is sufficiently important to breach confidentiality and, if so, to whom they should report their concerns. A concern for confidentiality need not, and should not, prevent communication that is necessary to help students in difficulty.

*This statement on confidentiality is being made available to students, staff and parents to provide reassurance to students but also to clarify the limits of confidentiality.*

## Welfare

For undergraduates, college Tutors are often a first port of call for support. Members of the Undergraduate Adviser Panel can give assistance for those undergraduates who want to talk with a Tutor who is not their own Tutor.

For graduates, the first port of call is their University supervisor, or their department/faculty (for example, a Director of Graduate Studies, or a Graduate Studies Assistant). In college, College Advisers can offer some advice (see above), and the Academic Dean is available to help graduates with any pastoral matter.

The **Welfare Coordinator and Chaplain** oversees the Welfare Team and leads the College's welfare provision. He is available for consultation on any matter and is usually in his College rooms (9.8), or you can arrange an appointment by email. The Welfare Coordinator is also the Chaplain, and although these two roles are held by the same person, they function independently. The Chaplain is a Fellow of the College who is employed not to teach students but to look after their welfare, regardless of any religious affiliation or not. As part of the Chaplain's training as a minister of religion, the Chaplain operates under a strict ethical code regarding confidentiality of those things which are discussed in confidence with him, subject to there being a significant risk to life or extreme danger.

The **Welfare Dean** is a tutorial fellow who is a member of the welfare team. The Welfare Dean oversees issues concerning harassment and complaints, and is also available for general welfare support, and can be seen by appointment. Day to day and outside office hours, the Junior Deans are on hand to talk with undergraduates and graduates who are in need of welfare support.

The **Welfare Officer** undertakes, along with the Chaplain, Junior Deans, and other members of the Welfare Team, the college's welfare provision for students and promotes wellbeing in the college. They are available as a first point of support, information, sign posting, referral and guidance to undergraduate and graduate students.

The **Academic Registrar** is happy to see any Junior Member who has welfare concerns, especially where those relate to course issues, examinations, disability matters or financial worries.

Assistance can also be gained from the **JCR and MCR Welfare Reps**, and the trained **Peer Supporters**, who are undergraduate and graduate students who volunteer to be trained in how to support their fellow students: details are posted in the JCR and MCR rooms.

## Medical Help

### Emergencies Requiring First Aid

Any incidents should be notified as soon as possible to the Lodge, the Duty Manager in the Hostels, or the Junior Deans. Emergency medical boxes are kept in college in the Lodge, the kitchen, and the Academic Office on the main site, at Cohen Quad, and at Exeter House and Stapeldon House on Iffley Road. A defibrillator is located in the Lodge on the Turl Street site and at the Front Desk at Cohen Quad. In medical emergencies when First Aid is not adequate, arrangements will be made to transport the patient to hospital. If urgent help is required that is beyond First Aid, dial 999 for an ambulance.

### College Doctors

The College Doctor is based at 19 Beaumont Street, about 10 minutes' walk from the main college site on Turl Street. The surgery is open Monday to Friday, 08.00 to 18.30.

Further information about the practice, how to book appointments, and much more information about sources of advice and support, is on its website: [www.19beaumontstreet.com/student-page](http://www.19beaumontstreet.com/student-page).

### College Nurse

The College Nurse is Mrs Helen Thornton.

Helen is available to all College Members to help deal with minor ailments and injuries, assist with minor wounds and dressings, and offer support and advice, including recommendations for onward referral. Although employed by the college, any consultation with the Nurse is on a confidential basis and information will not be shared with other college members without permission. The Nurse's clinical services comply with CQC regulations.

You can book an appointment with Helen during the times listed on the college website, from Weeks 0-9 in term time: [www.exeter.ox.ac.uk/people/helen-thornton/](http://www.exeter.ox.ac.uk/people/helen-thornton/). You can email her on [exaternurse@nhs.net](mailto:exaternurse@nhs.net), and her telephone number is (2)79639. The College Doctors also provide an express nurse clinic Monday to Friday during term time, for which an urgent same-day appointment can be offered; phone at 8.00am on the day to ensure you can be seen.

**Junior Members confined to their rooms by illness** must ensure that a message to that effect is conveyed as soon as possible to the Lodge ([lodge@exeter.ox.ac.uk](mailto:lodge@exeter.ox.ac.uk)) or Accommodation manager ([accommodation.manager@exeter.ox.ac.uk](mailto:accommodation.manager@exeter.ox.ac.uk)). Meals can be supplied in rooms in college if necessary.

### Contraception and Sexual Health

For information on the full range of sexual health services available to students, see [www.sexualhealthoxfordshire.nhs.uk/](http://www.sexualhealthoxfordshire.nhs.uk/).

**Condoms** are available for free at the bottom of Staircase 6 on the main college site, from the nurse and/or by registering with [www.oxfordshireccard.org.uk/](http://www.oxfordshireccard.org.uk/).

**Pregnancy test kits** can be obtained for free, and in confidence, from the JCR upon request and from the nurse.

**Morning-after pill:** the cost of the morning-after pill will be refunded (in confidence) by the JCR. You can get free emergency contraception from your GP and from the local sexual health service. Please contact the college nurse for help. Please contact the JCR Welfare Reps for more information.

### Dentist

The college does not have a College Dentist. However, you are welcome to attend *Damira Dental Studios, Oxford* (at the Oxford Brookes University campus in Headington) for check-ups and more urgent work. For appointments, telephone 01865 689997. Further information can be found online: [damiradental.co.uk/practice/oxford](http://damiradental.co.uk/practice/oxford).

### Health and Safety/Security

*Porters' Lodge* (security and intruder problems): (2)79600, [lodge@exeter.ox.ac.uk](mailto:lodge@exeter.ox.ac.uk).

*Domestic Bursar* (College Safety Officer): Mr Babis Karakoulas, (2)79658, [babis.karakoulas@exeter.ox.ac.uk](mailto:babis.karakoulas@exeter.ox.ac.uk).

*Health, Safety and Maintenance Administrator* (Health & Safety): TBC, (2)79637, [hsm.administrator@exeter.ox.ac.uk](mailto:hsm.administrator@exeter.ox.ac.uk).

**Every member of college shares responsibility for health and safety around college, for their own security, and for that of all their fellow members of college and their possessions.**

### Safety

All matters affecting the safety of those on college premises should be referred to the Finance & Estates Bursar or to the Domestic Bursar.

Junior Members of the college are reminded that they have a statutory duty to take responsible care for their own health and safety, and for that of others affected by their actions. *Anyone observing unsafe practices on college premises, or who has suggestions to make concerning safety generally, should notify the Domestic Bursar.*

### Fire Safety

**DETAILED INSTRUCTIONS ON THE ACTION TO TAKE IN THE EVENT OF FIRE ARE DISPLAYED IN ALL STUDENT ROOMS ON COLLEGE PREMISES. YOU MUST STUDY THEM CAREFULLY, AND YOU MUST KNOW HOW TO ESCAPE FROM YOUR ROOM. YOU MUST KEEP FIRE EXITS CLEAR AT ALL TIMES.**

When the fire alarm sounds in any college property, all students, staff, and visitors are required to evacuate the buildings **immediately**, and to go to the designated assembly point. Failure to respond to an alarm will be treated as a serious disciplinary matter.

The designated assembly point in the main college site is the Chapel.

## Personal Safety

Oxford is generally a safe place to live and work in. It is no more dangerous than any other similarly-sized city in the UK. However, you should take care of your personal safety when in Oxford, especially if you are out after dark, if you are tired, or if you have been drinking alcohol:

In general...

- a) Always carry enough change to make a call or to get a taxi (even if you have a mobile).
- b) Use a licensed taxi service.
- c) Stay safe and alert, don't listen to iPods or personal stereos, or have long conversations on mobile phones.
- d) When using a public phone, stand facing outwards, so that you can see what's going on around you.
- e) Be aware of others around you at cash point machines, and try not to use them at night or in poorly lit areas.
- f) Avoid carrying large amounts of cash with you when you are out.
- g) If you cycle, ensure that you have taken adequate safety precautions, **including wearing a helmet**, investing in a decent lock, and ensuring that lights are fitted and working (you can be fined for cycling without lights after dark, police checks regularly take place). It is illegal to cycle when under the influence of alcohol/addictive substances.

Arriving home...

- a) Make sure no strangers follow you when you enter college or the annexes.
- b) Call the Lodge if you suspect there is a stranger on the premises.

Walking at night...

- a) Avoid taking shortcuts, for example through badly lit places, such as parks or alleyways.
- b) Walk on the pavement, facing oncoming traffic, so that you are visible.
- c) Be alert and brief when using a mobile phone, and try to conceal it when not in use.
- d) Carry an **attack alarm** (available free from the JCR & MCR Welfare reps).
- e) If you think you are being followed, cross the street (more than once if necessary), and if you are still unhappy move as quickly as possible to a public area, such as a restaurant, bar or late opening store, and telephone for help.
- f) Carry your bag close to you with the clasp facing inwards or strap it over your shoulder. Use a bag that has a zip or properly closes. Keep the bag closed when walking home.
- g) Avoid walking home alone at night if it is possible to return with friends.

Using transport at night...

- a) Keep the number of a taxi company that you know handy - never use an unlicensed company.
- b) Confirm the driver's details when they arrive - is it the taxi you ordered?
- c) Make sure the taxi driver has a photo ID and the vehicle has a licence displayed on the inside and outside of the vehicle with the Oxford City Crest on.
- d) Always sit in the back of the vehicle, and carry your mobile phone in your hand so it is easily accessible.

Safe Lodge...

- (a) Exeter College participates in the Safe Lodge scheme.
- (b) Safe Lodge is a university wide initiative where those students in distress can go to the nearest lodge for 'sanctuary'.
- (c) A lodge is a place where any student can go to feel safe and secure if something goes wrong for them whilst out and about in Oxford.
- (d) A student can enter any lodge displaying the participating sign, a large green circle – 6 inches in diameter, in a window, near to the lodge entrance and visible from the pavement.

Useful contacts...

The Police – in an emergency (i.e. when there is danger to life or an imminent risk of injury being caused, when a crime is in progress, or when Police attendance is required immediately) call **999**, for all other purposes call **101**.

The John Radcliffe (JR) is the local 24-hour Accident and Emergency hospital located in Headington [www.ouh.nhs.uk/hospitals/jr/default.aspx](http://www.ouh.nhs.uk/hospitals/jr/default.aspx). Buses 2, 7, 10, 13, 14, 41, 280 and 400 go to the JR.

University Counselling Service	(2)70300
Nightline 20.00 to 08.00, Weeks 0 to 9	(2)70270
Rape Crisis Centre	01865 726295
Sexual Harassment and Violence Support Service	<a href="http://www.ox.ac.uk/againstsexualviolence">www.ox.ac.uk/againstsexualviolence</a>
The Samaritans	08457 909090 or 01865 722122
Oxford University Student Union	<a href="http://www.oxfordsu.org/">www.oxfordsu.org/</a>

## Safety in Sport

Junior Members participating in rowing or other sports do so at their own risk and must take all proper care to ensure their own safety and that of those participating with them.

### Protective equipment

The provision of personal protective equipment (other than for cricket, for hockey goalkeepers, and lifejackets for boat coxes) is the responsibility of the individual participant concerned. Some college and University clubs lay down specific requirements for the wearing of protective equipment by participants, and it is the responsibility of each participant to find out, and adhere to, these rules.

## Security

### Gates and Access to College

The Turl Street gate is locked during term at 20.00 or at such earlier hour as the Sub-Rector or Junior Deans may direct. Electronic access when the door is locked is by use of your University card.

The Broad Street gate at the main college site is normally locked at all times. Do not allow people to tail-gate you into college when the door is locked.

### Theft from Student Rooms and College and University Buildings

Unfortunately, thefts from premises in Oxford do happen. The college can accept no responsibility for the safety of articles left in rooms or elsewhere on college premises, either in term or vacation. Junior Members are urged not to leave money or other valuables unattended, and to ensure that when they leave their room (no matter for how short a time), its windows and door(s) are locked. Nothing of value should be left behind during vacations. Junior Members should take particular care to keep their laptops secure, and to back up work regularly.

### Bicycles Stored in College

The college accepts no responsibility for bicycles left at any time in college or on college premises. If you wish to bring a bicycle into the college you must register it with the Lodge (if you reside at Turl Street) or the Cohen Quad front desk (if you reside at Cohen Quad), or the Exeter House Lodge (if you reside at any of the Iffley Road properties). Bicycles should be stored on the bike racks available; bicycles stored anywhere else may be removed.

### Lost Property

Personal possessions which are found apparently lost or abandoned should be handed in to the Porters' Lodge on Turl Street, or the Front Desk at Cohen Quad, where they will be kept for a short period and then, if unclaimed, disposed of in an appropriate manner. Anyone who has lost property in college should ask at the Porters' Lodge.

## Students' Conduct and Non-Academic Rules

College has a wide range of rules and stipulations which are set out in the Red Book. All students are expected to adhere to these rules.

## Appendix 1: Suspension of Status for Undergraduate Students: Principles

This document sets out the principles that an undergraduate and the College need to consider when considering the suspension of that undergraduate's student status. It is based on the Senior Tutors' Committee Guidance on Undergraduate Suspension of Status (revised version, 11 November 2019).

Detailed procedures relating to suspension of status on medical grounds are contained in the College's Fitness to Study Policy.

Further information from the University, including on access to facilities and services for students whose status is suspended, can be found at: <https://www.ox.ac.uk/students/academic/guidance/undergraduate/status>. This also includes links on Fee liability, and Student Loan payments for suspending undergraduates. A student who is considering an application for suspension should, in advance of making such an application, read this page for up-to-date University information, in addition to reading the information set out below.

In cases relating to undergraduate students reading medicine (whether pre-clinical or clinical medicine) the University's Policy and Procedure on Medical Students Causing Concern and Fitness to Study/Practice<sup>2</sup> will be considered alongside other procedures and guidance.

### Definition of terms

#### Suspension of status

Suspension of status is sometimes colloquially referred to as 'suspension', 'rustication', or 'intermission'. The term used by the College and by the University is 'suspension of status'. During a period of suspension of status, an undergraduate will not be considered on-course, and will not hold enrolled status.

In the absence of College permission, an undergraduate ceasing their studies or going out of residence will be deemed to have withdrawn.

#### Withdrawal

An undergraduate may withdraw from their studies at any time and by such withdrawal leaves the University, the College, and their course. Students who have withdrawn are not enrolled at the University and cannot expect to return to their course at a subsequent point.

### Principles of undergraduate suspension of status

1. A suspension of status may arise in one of two ways. First, when an undergraduate wishes to suspend status on medical grounds under the College's Fitness to Study policy, or on other personal/welfare grounds (for example, bereavement, parenthood,<sup>3</sup> the need to care for others, etc.). Secondly, on rare occasions, a college may decide it is necessary to suspend an undergraduate's status (i) if there are severe concerns about an undergraduate's fitness to study under the provisions set out in the College's Fitness to Study Policy, or under the University's similar policy<sup>4</sup> or (ii) for disciplinary reasons (academic or non-academic).

<sup>2</sup> [https://canvas.ox.ac.uk/courses/18274/pages/health-and-welfare-and-good-medical-practice?module\\_item\\_id=181325](https://canvas.ox.ac.uk/courses/18274/pages/health-and-welfare-and-good-medical-practice?module_item_id=181325)

<sup>3</sup> For guidance from the University on resources for 'Student parents', see <https://www.ox.ac.uk/students/welfare/childcare>

<sup>4</sup> The University has established a common framework across departments, faculties, and colleges, for cases where questions arise as to whether a student is fit to study or to return to study after a period of leave for medical, psychological, or emotional problems: the definition of "fitness to study" is set out in the University's Statute XIII (<http://www.admin.ox.ac.uk/statutes/787-121.shtml>). For the University's Fitness to Study policy itself, see: <https://www.ox.ac.uk/students/welfare/fitness-to-study>.

2. Undergraduates do not have an automatic right to suspend status, though the College will consider sympathetically requests on medical, or other personal/welfare grounds, and will make reasonable adjustments in cases covered by the Equality Act 2010. Suspension of status on medical grounds requires medical certification, in the form specified by the College's Fitness to Study Policy. The College will not grant suspension of status solely on the grounds that an undergraduate is, or feels, ill-prepared for examinations, or feels that they have underperformed on course.
3. Cases of suspension will be considered on an individual basis, taking into account all relevant information (including medical) and are always treated holistically, with the particular undergraduate in mind. A request to suspend status is usually preceded by a period of discussion and on-course support. The College will do all that it reasonably can to assist an undergraduate to remain on course, rather than to suspend their status. In some cases suspension of status will be the best course of action, in others it may not be. University procedures allow for the possibility of re-structuring courses as a 'reasonable adjustment' where this is the best response to an ongoing disability condition, and the College liaises closely with the University in seeking these reasonable adjustments.
4. Any decision made by the College regarding suspension of status, and the conditions attached to that suspension and return, will be confirmed in writing by the College within a reasonable time (no later than 28 working days from the date of informal agreement, subject to receipt of necessary medical evidence, unless another deadline is specified in procedures); all parties should make every attempt to expedite an agreement as soon as practicable. If an undergraduate is dissatisfied with the College's decision, they should follow an appeals process if relevant (appeals against decisions relating to suspensions of status are as set out in Section 4 of the College's Fitness to Study Policy, whether or not the grounds of the suspension request are medical) or the College's procedure for complaints by student members.

Discussion between the College and an undergraduate regarding suspension of status will also include discussion of domestic and other arrangements, such as any charges made for college rooms vacated, means of communication during the period of suspension (i.e. via the College e-mail address), and how to request College accommodation on return to studies.

5. An undergraduate whose status is suspended on medical grounds will be expected to follow medical advice and appropriate treatment as agreed with a doctor (typically the GP with whom a student is registered in Oxford) in order to address their health problems. Students reading Medicine will also need to satisfy Medical School requirements appropriate to the course. After suspension on medical grounds, and before an undergraduate is permitted to resume study, the college must receive a medical assessment from the doctor, stating whether or not the undergraduate is medically fit to resume study: requirements relating to this are set out in the College's Fitness to Study Policy.

Confirmation of an undergraduate's medical fitness to return does not need to entail a full recovery: an undergraduate might continue to be in receipt of healthcare or welfare support on returning to studies, as agreed with the doctor, but be managing their medical condition sufficiently well for the doctor to be able to recommend to the College that they can return to full-time study.

6. All undergraduates who are on course, including those who have returned from suspension of status, are expected to be in good academic standing, which as defined by the College includes: keeping the University's residence requirements; passing University examinations as required for their course of study; adherence to the College Rule on Academic Work.

The College will wish to assure itself that returning undergraduates are ready to re-integrate into their course at an appropriate level, and are fit to return to study. In relation to students with disabilities, the College follows the collegiate University's common framework,<sup>5</sup> noting the requirement to make reasonable adjustments insofar as they do not compromise academic competence standards. Returning without being able to fulfil the academic requirements of the course and to maintain good academic

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<sup>5</sup> <https://academic.admin.ox.ac.uk/common-framework-for-supporting-disabled-students>

standing within the College may be seriously detrimental to an undergraduate's health, and can limit an undergraduate's opportunities successfully to complete their studies.

The College may deem it appropriate to set academic as well as medical conditions of return. Where academic conditions are set for undergraduates returning from medical suspension (and where the undergraduate is not concurrently under an academic disciplinary process) these are on pedagogical grounds and/or to support undergraduates in their return, and to ensure that they are prepared for the proposed point of re-entry, rather than as a punitive measure (that is, if collections are set under these circumstances they are not 'special' or 'penal' collections). In such cases any specific requirements set (e.g. relating to the level of performance in a collection set on return) will need to be set out in relation to the College's overall academic framework and procedures.

If an undergraduate was on a disciplinary or academic monitoring process at the point of suspension they would normally return at the same point in that disciplinary or monitoring process, unless it was decided by the College prior to, or at the point of, suspension that their medical condition provided sufficient mitigation for them to be removed from that process, or for that process to be adjusted.

Where suspension of status has been decided on academic disciplinary grounds the College will normally set academic conditions of return (which may include one or more penal collections to be sat shortly before or at the point of return).

7. Any term of study that has been completed by the time of suspension is not normally allowed to be repeated. Circumstances that have affected study in a given term should normally already have been raised with tutors and/or relevant college officers as and when they arise, and addressed during the term. There might be exceptions, such as when a condition is raised early on in term and, in consultation with tutors and the appropriate college officer, an undergraduate attempts to continue study without suspension, but this attempt is ultimately unsuccessful, or where a serious situation has not been recognized at an earlier stage. In such cases any period of 'repeat study' cannot be assumed, but might be considered.<sup>6</sup>

The University's rules state that the Term's fees must normally be paid if an undergraduate is on course beyond Monday of 4<sup>th</sup> Week of that Term. In practice, this normally means that a suspension should have been discussed and agreed by Friday of 3<sup>rd</sup> Week of the Term of suspension if fees are not to be incurred and the Term is to be re-taken. In the context of fees, it may be appropriate to emphasize to students that suspension of status is not a mode of part-time study: undergraduates who are taking part-time courses pay fees at specific rates for those courses, while undergraduates taking full-time courses whose status is suspended and are not on course do not pay fees for the terms of suspension (subject to the above point about the timing of suspension).

8. A single period of suspension of status will not normally exceed one year. In some cases the College will consider an extension, or further period of suspension, following a fresh consideration of the case (in relation to suspensions of status on medical grounds, see the College's Fitness to Study Policy). It would be unusual for any undergraduate's status to be suspended for a total of more than two years across their course. Periods of suspension in aggregate extending beyond two years will require consultation with further parties (including the relevant Department or Faculty and the University's Education Committee), not least as a returning student would be 'Overstanding for Honours' without dispensation.

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<sup>6</sup> University regulations and processes allow for flexibility where there is good cause. However, assessment structures start from the basis that all undergraduates will have the same number of terms, and time, to study and prepare for examinations and colleges need to ensure that suspension does not lead to unfair advantage in relation to other undergraduates.

9. In all cases of suspension consideration will need to be given to the assessment of any University work already submitted, changes in exam regulations, and whether that undergraduate will be 'Overstanding for Honours'. This will be discussed with the undergraduate prior to suspension.

## **10. Access to University Facilities**

An undergraduate whose status is suspended will no longer be on course. Undergraduates whose status is suspended will normally have access to certain University facilities as set out by the University. This will include the provision of an active University card, which will in turn allow access to online facilities and resources, use of the University libraries, borrowing rights from faculty and sub-faculty libraries (unless a block has been put on the University card e.g. for non-payment of library fines), and an active University email account. It should be noted that students who are suspended due to non-payment of fees will have all services withdrawn.

During a period of suspension, undergraduates may not normally be included on routine mailing lists, and may need to remain in proactive contact with tutors and administrators regarding matters such as option choices on return. The College's Academic Office will seek to safeguard against students' falling off Faculty or Department lists, or being listed on the wrong year-group list, by ensuring that the student's status is recorded correctly on eVision, and if feasible by contacting relevant Faculty or Department administrators. The Academic Office will provide a letter of introduction on request, if undergraduates wish to use a University library local to their home, during a period of suspension of status in which they continue to have access to Oxford's University libraries.

## **11. Access to College Facilities**

Unlike many colleges, the College does not require that an undergraduate not come into college during suspension of status except with written permission. However, the College is a small academic community concentrated on academic work, and many of its members are residents. The College may regard the presence in College of undergraduates who are not on course as a distraction to those who are, and may also have health and safety reasons for restricting access to the College sites (including Turl Street, Cohen Quad, Stapeldon House, and Exeter House) by those whose status is suspended. Undergraduates whose status is suspended are sometimes concerned that their access to facilities is restricted, and many undergraduates find the company of their on-course friends a support. However, the College must balance the needs of all their undergraduates. Because of their pre-existing membership of the College community, the relationship to the College of a student whose status is suspended is not akin to that of a member of the public, and their presence on College premises has a different impact. In some cases blurred boundaries of support can lead to a very difficult environment for on-course undergraduates, significantly affecting both their work and, potentially, their own welfare. Students whose status is suspended are therefore permitted to visit the College as a guest of an on-course student, and to meet with Tutors or College staff, but they cannot visit the College without invitation or dine in Hall except as a guest of an on-course student and they cannot participate in College activities or societies (including sports teams and choir) unless explicitly permitted by the College to do so. Requests to vary permission about access to College facilities can be made via the Academic Dean, to whom other students can also raise concerns if they feel that a student whose status is suspended is in College too frequently. If academic conditions of return have been set, a student whose status is suspended will need to liaise with the college about appropriate access in the run-up to any assessment, for example if access is required to specific texts.

The following College terms and conditions apply to undergraduates whose status is suspended:

<b>TUITION</b>	You are not entitled to receive tuition (which includes attending tutorials, classes, lectures, and laboratories) during your period of suspension of status. You will receive all necessary tuition when you return to study. Please be in touch with your Tutors in advance of your return, to ask how to prepare for the Term in which you resume.
<b>REVISION</b>	You are encouraged to do self-directed revision, when you are able to do so, in anticipation of your return to study. Your tutors can advise you on this.
<b>EXAMINATIONS</b>	If you are due to sit examinations in the academic year in which you resume your studies, you will need to enter for them via Student Self-Service during suspension. Instructions via an automated e-mail will be sent to your College e-mail account.
<b>UNIVERSITY CARD</b>	You will retain your University Card during suspension of status. If your card expires, it will be renewed by the College: a new card can be collected from the Academic Office when you return to your studies.
<b>E-MAIL</b>	You retain access to your @exeter.ox.ac.uk e-mail address. You must check this address periodically during your suspension of status, and particularly when preparing to return to study: the College may contact you via this address.
<b>MAIL FORWARDING</b>	You must not arrange for mail or parcels to be delivered to you at College (including Cohen Quad and Exeter House) during your period of suspension of status. Please inform the Porters' Lodge as to how any mail that arrives for you should be forwarded.
<b>LIBRARY ACCESS</b>	<b>Please ensure you return all library books before leaving Oxford.</b> <b>College Library:</b> access <u>not</u> permitted until preparing to return to study (from Monday of Week 11 of the term preceding your return).
<b>ACCESS TO THE COLLEGE PREMISES</b>	Permitted when visiting College for meetings with Tutors and College staff, and at the invitation of on-course students. Not permitted otherwise without permission (which can be sought via the Academic Dean).
<b>COLLEGE CATERING ACCESS (HALL, ETC.)</b>	<u>Not</u> permitted throughout period of suspension of status, unless attending a meal as a guest of an on-course Exeter College student.
<b>ACCOMMODATION</b>	You are <u>not</u> permitted to occupy student accommodation whilst your status is suspended, except that normally vacation residence will be considered from Monday of Week 11 of the Term preceding your return to studies.
<b>COLLEGE GRANTS AND AWARDS</b>	You are <u>not</u> permitted to receive Exeter College grants and awards while your student status is suspended. The <u>one exception</u> to this is that, if you are normally eligible for Vacation Study Grants then you can apply for such a grant to cover permitted residence in the vacation immediately preceding your return to studies.
<b>COLLEGE RULES AND POLICIES</b>	You remain bound by all of the College's rules, policies, and disciplinary procedures, during the period in which your student status is temporarily suspended.

## Advice

### 12. Welfare Support

It is important to recognise that Colleges and the University are places of academic study and cannot play a significant role in the welfare support or treatment of an undergraduate while their status is suspended.

An undergraduate whose status is suspended will inevitably face a certain amount of disruption to their support networks. As part of preparing to suspend, undergraduates should consider how to ensure that they will have sufficient support during the suspension of their status. Undergraduates who wish to remain in the city of Oxford need to be aware that this can be a challenging option, and are asked to consider carefully how they will spend their time as resident of the City of Oxford during the time that they are not an on-course student and not permitted (except as an occasional guest) to come into the College.

Undergraduates whose status is suspended will normally have access to certain University welfare services as set out by the University;<sup>7</sup> however, this support is generally not a substitute for specialist support for the relevant medical condition. The University's Counselling Service may also provide students whose status is suspended with help on the same basis as students who are on course; that is, on a short-term basis. The Counselling Service will not be able to substitute for NHS (or overseas) support at home, but can assist in helping students to think about the services they will need, and can offer appointments on Skype (or similar systems) to students who have already left residence. Students may also find it helpful to access the Service before returning to study to help re-engage with academic work and college life.

Oxford SU's Student Advice Service can provide both advice and support to undergraduates considering and returning from suspension.<sup>8</sup> The University's Careers Service is also available to students whose status is suspended.<sup>9</sup>

### **13. The Disability Advisory Service**

For some undergraduates, medical factors that led to suspension of status may suggest a condition that can be supported by the University's Disability Advisory Service.<sup>10</sup> If an undergraduate suspects that support from the service might be helpful, they should be strongly encouraged to make contact prior to their return so that appropriate assessment can be scheduled and support put in place. The process of agreeing and funding support can take a surprisingly long time, and an undergraduate may put themselves at a disadvantage if appropriate support cannot be put in place by the time of their return.

### **14. Financial Arrangements**

While their status is suspended, an undergraduate will not be required to pay fees, unless the suspension commences after Monday of 4<sup>th</sup> Week of the first Term of suspension, in which case fees will be payable for that Term. Nor will they normally be eligible for university student financial support or College financial support (including scholarships, hardship, and grants). If suspension of status is agreed, the College will inform University administration, which will in turn inform any UK or other student funding body.

Living expenses incurred during suspension may be difficult to manage, as students are not normally entitled to maintenance support while their status is suspended. Students are advised to update their funding body as soon as possible and seek its advice on what, if any, funding may be available. The University will notify Student Finance England (SFE), or other funding body, as soon as possible following the College's formal confirmation of suspension, but it can take between 4 and 6 weeks for the change to be processed by SFE. The College is only allowed to discuss an undergraduate's case directly with SFE or other agency where a student has set up permission for this to take place, but can be asked to provide any official letters required if an undergraduate is negotiating provision. At the time of writing (2019),

<sup>7</sup> <https://www.ox.ac.uk/students/academic/guidance/undergraduate/status>

<sup>8</sup> [www.oxfordsu.org/home/](http://www.oxfordsu.org/home/)

<sup>9</sup> <https://www.careers.ox.ac.uk/>

<sup>10</sup> <https://www.ox.ac.uk/students/welfare/disability/eligibility>

in some circumstances of medical suspension an undergraduate is able to receive an additional 60 days' worth of funding from SFE and, if an undergraduate has suspended their status for Compelling Personal Reasons (CPR) and can demonstrate financial hardship, they may be eligible for a limited amount of maintenance funding during suspension. Requests are considered by SFE on a case-by-case basis, and in some circumstances the University's fees and funding team may be able to advise.<sup>11</sup> Each of the other UK funding agencies has different arrangements in place to respond to these circumstances, which students will need to check directly.

Undergraduates returning from suspension will need to re-contact SFE, or other funding body, prior to their return to confirm their funding arrangements directly. Where an undergraduate is returning from suspension in a subsequent academic year, they are advised to reapply for their Student Finance as early as possible after the new application cycle opens (usually from January onwards) to allow sufficient time for their application to be assessed and their entitlement to be finalized, even if not returning until Hilary or Trinity term of the next academic year. Following a re-assessment, undergraduates will receive an updated Student Finance letter from their funding agency which confirms their revised entitlement.

Undergraduates are advised to contact their Local Council as soon as possible after suspension of status to inform them of their situation and clarify whether or not they will be liable for Council Tax.<sup>12</sup>

Undergraduates who are withdrawing from exams only do not normally repeat the term on return from suspension, but return to sit exams only. These undergraduates will not be liable for tuition fees for that period, nor will they be entitled to access to tutorials, revision classes etc. SFE will not provide maintenance funding for a return to sit exams only.

## **15. Overseas Students**

Students who have been studying at Oxford on a student visa may be unable to remain in the UK and need to return to their country of residence promptly if their status is suspended. The University has a duty to inform the UK Border Agency when a student's status is suspended, and students are advised to check on the University's webpages for overseas students for further information on their rights and responsibilities: <http://www.ox.ac.uk/students/visa/during/changes>. Students can also access individual advice via [student.immigration@admin.ox.ac.uk](mailto:student.immigration@admin.ox.ac.uk).

*Endorsed by the Governing Body May 2020.*

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<sup>11</sup> <http://www.ox.ac.uk/students/fees-funding/fees/liability/payments/suspension>

<sup>12</sup> If a student whose status is suspended finds themselves in hardship, they can apply for a discretionary discount under section 13A of the Local Government Finance Act. A council's policy for discretionary discounts should be found on its website. For students staying in Oxford, Oxford City Council has agreed a template letter which should be sent (with the student's consent) from the College's Academic Office to the Council office, which will allow the Council to consider the student for remission from council tax if the student's status is suspended on, for example, medical grounds. The University's Student Registry provides details to the Council of enrolled students and their term-time address in Oxford to facilitate the Council's processing of student exemptions. A student who becomes ineligible for a student council tax exemption, as they no longer have enrolled status, will immediately become liable for payment and the Council will seek recovery of discounts, which may include interest. This liability will commence at the start of the period of suspension.



## **Additional College Codes, Policies, and Procedures**

The college's governing Statutes, its Bylaws, and a wide range of Codes, Policies, and Procedures are published online at:  
[www.exeter.ox.ac.uk/college-policies-and-statements/](http://www.exeter.ox.ac.uk/college-policies-and-statements/)

This includes, but is not limited to, the following:

1. Freedom of Speech
2. Harassment (including bullying)
3. Safeguarding Policy
4. Equal opportunities
5. Data Protection Policy
6. Equality and Diversity
7. Complaints and Appeals Procedure for Student Members

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# Help at Exeter College

Asking for help is one of the biggest hurdles in tackling whatever problem you may have so please don't be surprised if you find it difficult to ask for support. This chart shows suggestions of people at Exeter you can go to as a first point of contact. You can generally go and see any of the contacts listed in the first instance and they can help point you in the right direction as we all work together to support you.

## Academic: *Problems with work, study skills, scholarships, internships*

- Tutors
- Undergraduate Advisory Panel
- Academic Office/Academic Registrar

## Financial: *Help with student finance, issues with payment of fees/battels, student funding.*

- College Accountant
- Academic Registrar

## Medical Health: *Coughs, colds, sexual health, minor injuries and illness, navigating the NHS*

- College Nurse [externurse@nhs.net](mailto:externurse@nhs.net) - referal onto GP surgery as necessary.
- 19 Beaumont Street Surgery
- Porter's Lodge & nominated first aiders for first aid.
- NHS 111 for out of hours help.
- 999 in life threatening emergencies - please inform the lodge that an ambulance is on its way so they can direct it to the casualty.

## Mental Health & Wellbeing: *anxiety, depression, worries, disordered eating, sleep*

*disorders etc*

- Chaplain
- College Nurse
- Welfare Officer
- GP surgery
- Junior Deans

## Personal/Relationships: *homesickness, relationship cpncerns & advice, harrasment*

- Chaplain
- College Nurse
- Welfare Officer
- University Counselling Service
- Peer Supporters
- Welfare Reps
- Harrasment Officers

## Useful quick reference information:

Purpose/Organisation	Contact details
Assistance for life threatening emergencies (police, fire and ambulance)	Tel: 999
To report crime and other concerns that do not require an emergency response.	Tel: 101
NHS 111 can help if you have an urgent medical problem and you're not sure what to do	Tel: 111
University Counselling Service	Tel: 01865 270300
Nightline 20.00 to 08.00, Weeks 0 to 9	Tel: 01865 270270
Rape Crisis Centre	Tel: 01865 726295
Sexual Harassment and Violence Support Service	Email: <a href="mailto:supportservice@admin.ox.ac.uk">supportservice@admin.ox.ac.uk</a>
The Samaritans	Tel: 08457 909090 or 01865 722122
Oxford University Student Union	Website: <a href="http://www.oxfordsu.org/">www.oxfordsu.org/</a>

The John Radcliffe (JR) is the local 24-hour Accident and Emergency hospital located in Headington [www.ouh.nhs.uk/hospitals/jr/default.aspx](http://www.ouh.nhs.uk/hospitals/jr/default.aspx). Buses 2, 7, 10, 13, 14, 41, 280 and 400 go to the JR.