

Nuffield College
UNIVERSITY OF OXFORD

STUDENT HANDBOOK

2026/27

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Nuffield College

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IT	(it@nuffield.ox.ac.uk)
Library	(library@nuffield.ox.ac.uk)
Porters' Lodge	(lodge@nuffield.ox.ac.uk; 01865 278500)
Resident Lodge Porter	(01865 278644)
Works and Maintenance	(maintenance.faults@nuffield.ox.ac.uk)

University

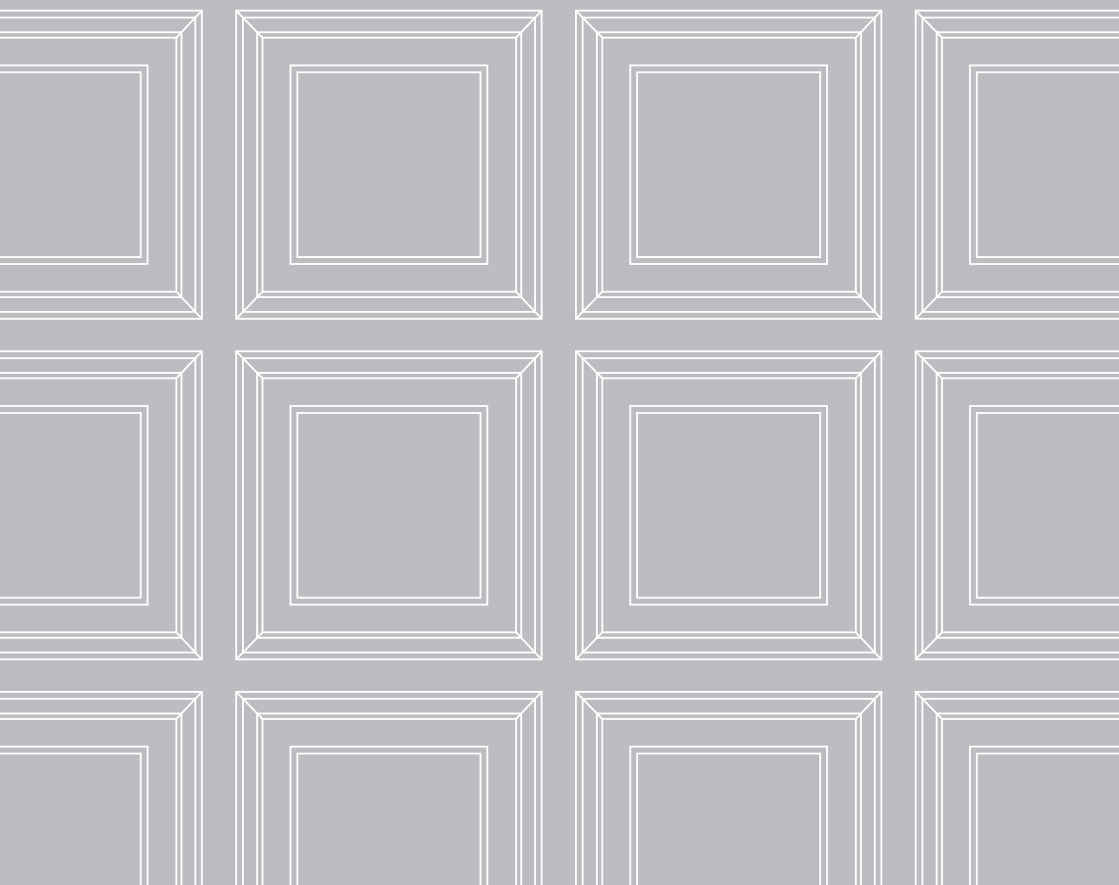
Student Welfare and Support Services	(https://www.ox.ac.uk/students/welfare)
Disability Advisory Service	(disability@admin.ox.ac.uk; 01865 280459)
Counselling Service	(counselling@admin.ox.ac.uk; 01865 270300)
Harassment Line	(harassment.line@admin.ox.ac.uk)
Sexual Harassment and Violence Support Service	(supportservice@admin.ox.ac.uk; https://www.ox.ac.uk/students/welfare/supportservice)
IT Services	(https://www.ox.ac.uk/students/life/it; 01865 612345)
Careers Service	(hello@careers.ox.ac.uk; 01865 274646)
Nightline	(01865 270270)
Security Services	(01865 289999)
Oxford SU Student Advice	(advice@oxfordsu.ox.ac.uk)

NUFFIELD COLLEGE STUDENT HANDBOOK

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WELCOME

Welcome to Nuffield College! The College is here to support you during your graduate study and offers a stimulating and closely-knit academic community and, importantly, a base where you can access helpful facilities and resources. We hope that the time you spend here will be enjoyable, inspiring, and productive.

The College Student Handbook is intended to provide you with all the important information you will need about life at Nuffield. It is also the document that sets out the main rules and regulations about the College's operation and provision for students; and it lays out our expectations for the behaviour of College members in order to ensure a harmonious, inclusive, and respectful community where all members can feel they belong. The College Student Handbook, together with your offer letter and the student contract you will have received, make up your contract with the College. It is therefore essential that you take the time to read this Handbook before you first arrive in College, and that you please keep a copy to hand in case you need to refer to it again during the course of your studies. The Handbook is updated each year, and the latest version, with any amendments, supersedes all earlier versions. The current Handbook can always be found at https://www.nuffield.ox.ac.uk/go/student-handbook.

Alongside your Departmental offer letter, you will have access to the University Student Handbook, a course information sheet, and the University's Terms and Conditions, which all together make up your contract with the University. There is also a specific course handbook available from your Department, which will provide detailed information about your course and its specific requirements (including information about examinations, assignments, and assessments). All these documents together with this College Student Handbook and the University website, are the main sources of information and advice during your studies, and should provide an answer to most standard questions about your course or your studies at Nuffield College and your University Department. To understand Oxford-specific language, please see the following glossary: https://www.ox.ac.uk/about/organisation/history/oxford-glossary.

This Handbook is divided into nine sections and a collection of appendices. If you have any suggestions about how the Handbook can be improved, please contact the Senior Tutor.

Nuffield College
Oxford, OX11NF
www.nuffield.ox.ac.uk

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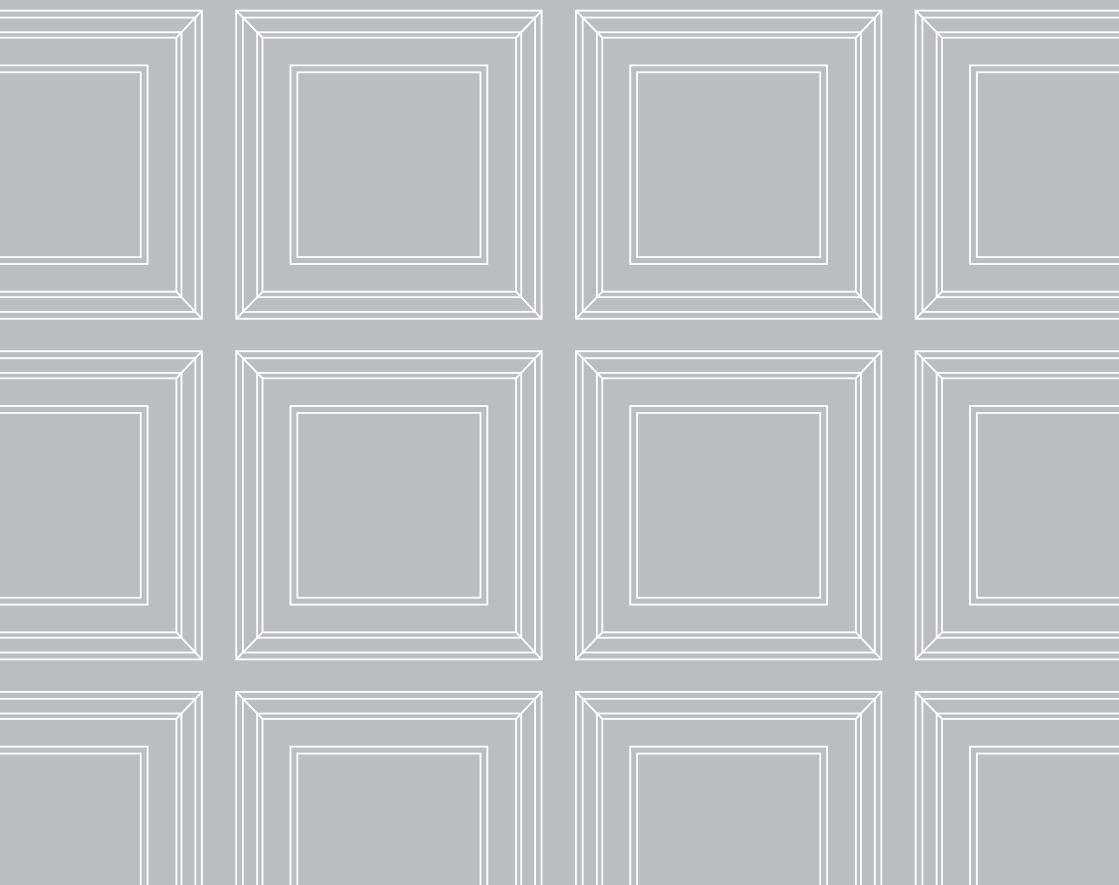
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1.
ARRIVAL AND INDUCTION IN COLLEGE

1.1 Arriving in College

New students should plan to arrive in College on 29 September 2026 or 30 September 2026. Some students on taught courses, such as Economics MPhil students, may need to arrive earlier due to course or scholarship requirements; please refer to your original offer letter to check if this applies to you. You should aim to arrive during office hours (9am to 5pm), and must arrive by 11.30pm before the Porters' Lodge closes, which is located on Worcester Street. The College entrance may be shut and locked, so on arrival you may need to press the intercom to alert the person on duty, or call them on 01865 278500. Directions to the College can be found on the College website.

Short-stay parking is available in Worcester Street Car Park, just opposite the College entrance.

Students arriving before the main registration day must report to the Porters' Lodge where they will be issued with an electronic key fob which opens the outer doors to the College, staircase doors and doors to some common areas, such as the Library extension. Alongside your key fob, you will receive a letter from the IT Department about network access, including how to gain access to the Wi-Fi. Students arriving on the registration day will receive their key and information from staff hosting arrivals.

In advance of your arrival, we strongly recommend that you read the section 'New Students' on the University's Oxford Students website.

The dates of the three Oxford terms for the academic year 2026/27 are as follows:

Michaelmas term 2026
Sunday 11 October to Saturday 5 December

Hilary term 2027
Sunday 17 January to Saturday 13 March

Trinity term 2027
Sunday 25 April to Saturday 19 June

1.2 Student Visas

Students requiring a visa should check requirements on the University's Student Visa & Immigration website. Please note that, for graduate students, your Department, not the College, is responsible for providing a 'Confirmation of Acceptance' (CAS) number. Students with queries about visa arrangements should therefore contact their Department in the first instance. The University's Student Visa Advisors will also be happy to help.You can contact them by email at student.immigration@admin.ox.ac.uk. On or before your arrival in College we will need to check your visa as part of the Registration Process.

1.3 Induction and Registration

A wide range of induction events are organised by the College, by your Department, and by the wider University. These events provide you with important information about your life as a student at the College and the University, and aim to help you familiarise yourself with the way the College and University communities operate. The College's Junior Common Room (JCR), the College's student society, also organises a variety of social events and activities. Attendance at a number of the official College induction sessions is compulsory, and full details will be provided ahead of your arrival.

It is particularly important that all new students attend the drop-in College Registration on **Wednesday 30 September 2026 between 10am and 2pm**. This is an essential part of your enrolment at Oxford; you will not be able to start your course officially unless your College registration is completed. Before registering in College you must complete the first part of University registration via the online Student Self Service (http://ox.ac.uk/students/selfservice). The University will send you your IT activation code and log-in details that will enable you to log in to the Student Self Service, verify your details, and confirm that you wish to enrol.

As part of College Registration, we will complete your enrolment and provide you with your University Card and other important documents. We will also need to check your passport and, if applicable, your visa or other relevant documents.

During the induction process, which takes place during the first two weeks before First-Week Michaelmas begins, you will also have the chance to meet key colleagues from the various College Departments (Academic Office, Bursary, Catering and Events, Communications, Development, Finance, Library, Lodge); receive important information about domestic and financial matters, and have your photograph professionally taken for the College website.

1.4 Matriculation

Matriculation is the ceremony that marks your formal admission to the University. Attendance is compulsory unless you are entitled to incorporate (for example, if you matriculated at and hold a degree from the University of Cambridge or Dublin) or you are told otherwise by the College or your Department. Students who are entitled to incorporate may either matriculate or incorporate; if they choose to incorporate, they must pay a fee of £158 to cover administration costs. Students who are, normally, not required to matriculate include: students who have already matriculated for a previous degree at the University of Oxford and visiting students (including Junior Visiting Scholars); these students do not attend the matriculation ceremony. Further details about the matriculation ceremony are available on the University's website: https://www.ox.ac.uk/students/new/matriculation.

The matriculation date for the 2026/27 academic year will be Saturday 17 October 2026.

1.5 Main College Contacts

Below are details of the main Departments within College. Further information – including up-to-date opening hours and contact details – is available from the relevant pages of the College's website.

The Lodge

The College Lodge, also known as the Porters' Lodge, is located in the main College entrance on Worcester Street. It is the College's general information desk and the first point of contact for visitors. The Lodge is normally staffed from 7am to 11.30pm Monday to Sunday. When the Lodge is closed, either Oxford University Security Services (OUSS) or Oxford Security Services (OSS) will respond to emergencies.

The College Porters can be contacted by email at lodge@nuffield.ox.ac.uk, and by telephone or by text / WhatsApp (01865 278500 or 07734 858 223); they can help you find your way around the College, deal with mail, answer general queries, address security issues and direct you to other Departments and people within the College for more specific help. The Lodge will also give you a short fire safety induction upon your arrival; it is important that you attend this.

Academic Office

The Academic Office is your first port of call for any academic-related and welfare matters, including queries about academic and College supervision, scholarships, progress milestones (transfer of status, confirmation of status, appointment of examiners, etc.), examinations and graduations, welfare and disability-related support, and provision of letters and forms. The Senior Tutor's office is in C staircase (room C3), and the rest of the team, including a dedicated Equality, Diversity, Inclusion (EDI) and Welfare Officer, are based in rooms C4 and C5. The offices are normally staffed on weekdays between 9am and 5pm, and the team are also available via email, telephone and Microsoft Teams. For further information about academic matters, see Section 2 below. You can contact the Senior Tutor by email at senior.tutor@nuffield.ox.ac.uk and the wider Academic Office team at academic.admin@nuffield.ox.ac.uk. You can contact our EDI Officer via https://www.nuffield.ox.ac.uk/people/profiles/sarah-milne-das.

The Library

The Library is located in the Tower, the entrance to which is accessible via the Octagon (New Road exit). The Library is normally staffed from 9.30am to 5.30pm, Monday to Friday (except during the Christmas and Easter staff holidays), and you can contact the Library staff at library@nuffield.ox.ac.uk. For further information about the Library, see Section 7.1 below.

Bursary

The Bursary, located in B staircase, manages the College's domestic arrangements, including the College's accommodation and office spaces. You can contact the Bursary by email at bursary@nuffield.ox.ac.uk, and by telephone (01865 278525), if you have queries relating to domestic matters such as student accommodation issues and access to College facilities. For further information about domestic matters, see Section 3 below. For information related to guest room bookings, please email bookings@nuffield.ox.ac.uk.

Finance

The Finance Department is located in B staircase. For further information about fees and charges, and about financial matters more generally, see Section 4. Please contact the Finance Department by email at finance.department@nuffield.ox.ac.uk, or refer to their part of the College's website, if you have queries relating to: payment of fees and other charges, scholarship payments, and reimbursement claims for study or research-related expenses, including travel grants.

Development Office

The Development Office is located in D staircase and is responsible for the College's alumni relations and events, as well as for fundraising activities. If you have any development-related queries or ideas, please feel free to make contact with the Development Office by email at development@nuffield.ox.ac.uk.

Buttery

The Buttery, located in A staircase alongside the Dining Hall, is where most College meals are taken, and is normally open from Monday to Friday between 7.30am and 8pm, on Saturday between 7.30am and 1.30pm and on Sunday between 9am and 11.30am. Afternoon tea (and cake!) is normally available each weekday between 3.30pm and 5pm. The Buttery's telephone number is 01865 278529 and email is buttery@nuffield.ox.ac.uk.

Conferences and Events

The Conferences and Events Team is based in room A2, located at the top of A staircase. The team coordinates room bookings and catering requirements for all events that take place in the College. They can also provide advice for students who need to organise conferences or workshops within the College. Please contact them with any of your event or catering questions at conference@nuffield.ox.ac.uk. For further information, see Sections 3.13, 3.14 and 4.3.

IT

The IT Department is located in D staircase. If you have an IT-related query it is best to report it by email in the first instance, if possible, to it@nuffield.ox.ac.uk, but if you don't have time for that feel free to 'drop in'. For further information about IT matters, see Section 7.2 below. The telephone number is 01865 278666.

Communications

For any questions about the website and Intranet, social media or public relations for the College, or if you have news items you may wish to share, please contact comms@nuffield.ox.ac.uk. Please see Section 8 for further information.

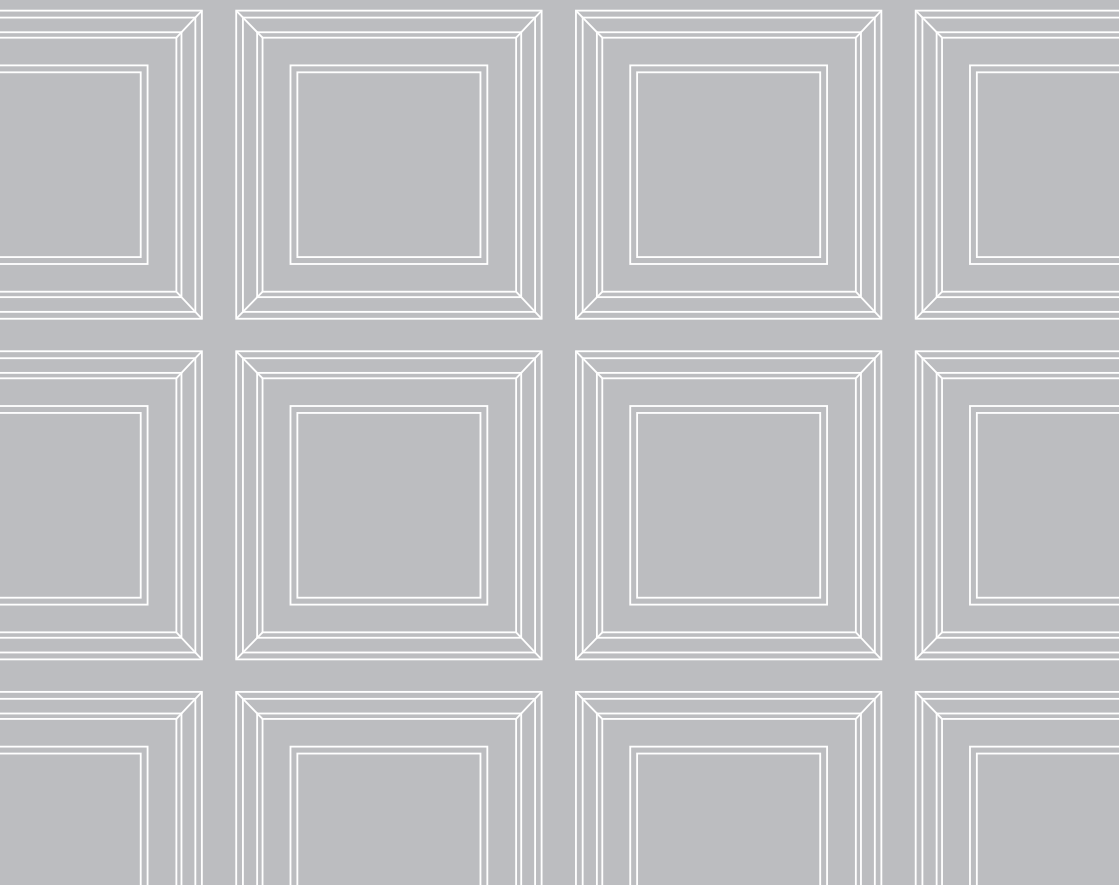
Maintenance

The Works & Maintenance Department are normally available 7.30am-4.00pm Monday-Friday for minor repairs and maintenance. The best way to report repairs is by email to maintenance.faults@nuffield.ox.ac.uk.

Outside these hours, the Lodge should be contacted for emergency maintenance issues. When the Lodge is un-manned or during College closed periods for maintenance emergencies please contact the College's dedicated out-of-hours service provider Oxford Security Services (OSS), who can be reached by telephone on 01865 751605. Further information on reporting maintenance problems can be found in Section 3.9.

Housekeeping

The Domestic Assistants (known as Scouts) generally work weekdays between 7am and 2pm. The Housekeeper can be reached by telephone on 01865 278973. Further information can be found in Section 3.2.



2.
ACADEMIC MATTERS

2.1 Terms and Conditions of a Nuffield Student Place

Prior to the start of your course you will have been sent and asked to sign a Student College contract. That document, together with this Handbook, the College's Statutes and By-Laws, and rules and policies made under them, the Licence to Occupy for student accommodation (if applicable), and your original Offer Letter from the College together with the subsequent letter from the College confirming your offer, will form the terms and conditions of your student place at Nuffield.

You will also have access to the University's Terms and Conditions, the University Student Handbook, and a Course Information Sheet, and these documents, together with your Departmental offer letter and the University's Examination Regulations will govern the terms of your course and your student status within the University. You should familiarise yourself with the University Student Handbook, which provides formal notification and explanation of the University's codes on residence, intellectual property rights, examinations, conduct, support and fitness to study, and complaints. Other important information for students is available from the Proctors' Office pages of the University website: https://www.proctors.ox.ac.uk.

In addition to the resources listed above, you may wish to consult the Policy and Guidance documents in respect of both postgraduate taught courses and postgraduate research courses issued by the University's Education Committee, which has ultimate oversight of academic policy and standards within the collegiate University.

If you are in receipt of a studentship from an external source (including, for example, an award from the Economic and Social Research Council) you should ensure that you have read and are familiar with the terms and conditions under which that award has been made. If you are unclear about any details, please feel free to contact the Senior Tutor, or your Departmental Graduate Studies Administrator.

2.2 Nuffield Student Years

Nuffield College employs a system of student years ('Nuffield Student Years') which is solely used to determine eligibility for and access to certain College-provided resources and benefits. As such, it operates independently of the University's own rules and regulations concerning student status (except that it is not possible to remain a student of the College unless also enrolled as a student of the University). Your Nuffield Student Year of entry will depend on the degree for which you have been admitted and the type of course you studied before you arrived.

DPhil Students: Students who have completed a one-year Master's degree (e.g. an MSc or MSt) normally enter in their second Nuffield Student Year. Students who have completed a two-year Master's degree from Oxford (e.g. an Oxford MPhil) normally enter in their third Nuffield Student Year. Students who have completed a two-year Master's degree from a university other than Oxford normally enter in their second Nuffield Student Year.

DPhil students may be offered a maximum of two years' residential accommodation in College during their DPhil course, subject to availability. Time spent studying for an Oxford Master's degree at Nuffield or at another Oxford college counts against the Nuffield residential accommodation allowance.

MPhil Students: Students coming to Nuffield to undertake a two-year MPhil degree enter in their first Nuffield Student Year. MPhil students who apply successfully to stay on to the DPhil, and who are offered a place at Nuffield College, enter the DPhil in accordance with the DPhil rules set out above.

MSc Students: Students coming to Nuffield to undertake a one-year Master's course enter in their first Nuffield Student Year. MSc students who apply successfully to stay on to the DPhil, and who are offered a place at Nuffield College, enter the DPhil in accordance with the DPhil rules set out above.

Master of Public Policy Students: Students taking the MPP course of the Blavatnik School of Government are admitted in their first Nuffield Student Year.

Nuffield Student Years carry implications for the allocation of College accommodation and office space to students, and for access to certain allowances. The following table summarises the rules for Nuffield Student Years; please refer to Section 4.1 below for a detailed description of College provision in relation to Nuffield student years. Provision for part-time students may differ from that set out in this handbook; part-time students should consult their offer letter or ask the Senior Tutor if unsure.

Degree type and background	Nuffield Student Year of Entry	Number of years for which College residential accommodation may be offered (subject to availability)†	Number of years for which College office space may be offered (subject to availability)
MSc	1	1	-
MPhil	1	2	-
DPhil via Oxford MSc*	2	1	3
DPhil via non-Oxford Masters degree	2	2	2
DPhil via Oxford MPhil*	3	0	3

* Includes MSc or MPhil at any Oxford college.
† Students who opt to live out of College whilst eligible for residential accommodation will be allocated office space in College. Residential accommodation includes office space (study-bedrooms).

2.3 College Supervisors

Each Nuffield student benefits from a supervisor appointed by the College, as well as a supervisor appointed by the University. The College Supervisor is normally a permanent academic Fellow of the College. A summary of the responsibilities of College Supervisors and Supervisees can be found in Appendix B below. For graduate students on research courses, the responsibilities of the University Supervisor can be found in Section 4 of the University's Policy and Guidance on Research Degrees. For graduate students on taught courses, the responsibilities of the Dissertation/Thesis Supervisor can be found in the sub-section 'Teaching and Learning' of the University's Postgraduate taught courses policy.

As well as providing auxiliary academic instruction (the main academic supervision is provided by the University Supervisor), the College Supervisor acts as a source of support and advice about academic and non-academic matters. You can expect your College Supervisor to get in touch with you soon after you have arrived in Oxford, and to hold regular meetings (at least one per term) thereafter. Your College Supervisor is normally expected to discuss your academic progress with you and to produce a brief termly report. You should feel free to take the initiative and contact your College Supervisor for advice at any point during your studies. If you have any questions or concerns about your College supervision arrangements, or if you have difficulties making contact with your College Supervisor, please do not hesitate to get in touch with the Senior Tutor or Academic Office.

2.4 Seminars and College Events

Nuffield College hosts a wide range of academic seminars, workshops, and conferences. Students should regularly consult the College Intranet and the College Remembrancer for information about college activities, events and key dates throughout the academic year. These communications include details of lectures, seminars, dinners, celebrations, committee meetings, the annual College Photograph, and other events forming part of College life. Information relevant to student representatives will normally be communicated through the appropriate College channels.

Any member of the College is welcome to attend College seminars. There are regular seminar series in core areas of Economics, Politics and International Relations, Sociology and Social Policy and History, as well as specialised seminar series and workshops. One-off workshops, conferences and research training events are also frequently held in College.

If you are interested in organising an event of your own, please contact the Senior Tutor at the earliest opportunity, and discuss your plans with your College Supervisor. The College may be in a position to provide administrative and (limited) financial support. If inviting participants from outside of the UK, you should familiarise yourself with the relevant guidance regarding visas and immigration for such visitors; a useful overview is provided by the University's Staff Immigration team: https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/visitor-visas.aspx. You should also consult the relevant policies and guidance documents relating to College meetings and events (see Section 9), and contact the College's Conference and Event Team if you intend to hold the event in College. For further information on organising events in College, see Sections 3.13 and 3.14.

As well as academic events in College, a large number of lectures, seminars, and classes are organised by University Departments. Details of lecture and seminar series are published at the beginning of each term in individual lecture lists which are published by each Department and posted on their websites. Details of one-off events are usually available from the events pages of Departmental websites. Details of both regular and one-off events can usually be found on Oxford Events.

2.5 Academic Progress and Milestones

Your Departmental course handbook will set out in detail the academic milestones that you are expected to meet during the course of your studies, including – for research students – the dates by which you are required to transfer and to confirm your status as a DPhil student. You should familiarise yourself with the timetable and details of these

processes when you arrive, and if you anticipate difficulties meeting any of the deadlines you should contact the Senior Tutor, your University or College supervisor, or the relevant Departmental Director of Graduate Studies at the earliest possible opportunity.

Each term, we will ask you to complete a short online questionnaire to update us on your progress. These Nuffield Student Termly Reports are also an opportunity to tell us about enabling and restricting factors that have helped or hindered your studies, and to provide any general feedback about your experience at Nuffield and Oxford including non-academic matters such as welfare and wellbeing. Please note that the Nuffield Student Termly Reports are separate from the University's Graduate Supervision Reporting system (https://www.ox.ac.uk/students/selfservice) and are an essential part of your College experience.

As well as regular meetings with your University and College Supervisors, you will be expected to meet at least once a year with the Senior Tutor. The purpose of the meeting will be to discuss in general terms your academic work and progress, and it will also provide you with an opportunity to raise issues or concerns about other matters, academic or non-academic. Please note that it is not necessary to wait for the annual meeting to raise issues or concerns; you are welcome to contact the Senior Tutor or Academic Office team for a confidential discussion at any point during your time in College.

2.6 Graduate Student Progression and On-course Application Forms

In order to apply to formally change any aspect of your status as an on-course graduate student (for example, to transfer to DPhil status, apply for extension of time or for a change of thesis title), you must complete and submit the relevant online or paper application. Please make sure that you leave enough time to complete the forms as they must usually be approved first by your supervisor and then by the College before they can be submitted to the Graduate Studies Administrator of your Department. You can find further information about the graduate student progression and on-course application forms here: https://www.ox.ac.uk/students/academic/graduate/research and https://www.ox.ac.uk/students/academic/guidance/graduate/progression?wssl=1. Detailed information on academic milestones and progression can be found in your Departmental handbook, or in the University's Examination Regulations.

2.7 Student Status Letters and On-Course Transcripts

Once you have registered, you can print an enrolment certificate from your Student Self Service account. This can be used to apply for a council tax exemption if you are living

outside of College accommodation, or to prove your student status for other purposes such as opening a bank account. Enrolment certificates can be signed and stamped in the Academic Office, should this be required by, for example, your landlord or bank.

On-course transcripts can be ordered from the eDocuments service via Student Self-Service or from the University online shop: https://www.oxforduniversitystores.co.uk/product-catalogue/degree-conferrals/academic-transcripts/academic-transcript.

Please ensure that hard-copy transcripts are ordered well in advance, as they may take up to 21 days to arrive.

If you need more detailed or supplementary proof of student status, please contact the Academic Office as soon as possible.

Applications for student rail cards can be signed and stamped in the Academic Office.

2.8 Examinations and Special Arrangements

Examinations are organised by the University, rather than the College, so in the first instance you should refer to the relevant handbook for your course, provided by your Department, for details. It is particularly important to ensure that you register for your examinations and confirm your course options; notification for this will normally be sent to you by your Department. Please note that late examination registration incurs a fee.

The College will also be involved in some aspects of the examination process. For example, if you wish to change the optional papers you take, the College's Academic Office would need to submit the relevant form on your behalf. Most importantly, if you anticipate that any special requirements will arise in respect of examination arrangements, (e.g. extra time, use of a computer, ergonomic seating arrangements), you should contact the Senior Tutor or Academic Office team at the earliest possible opportunity to discuss your requirements. If you have a Specific Learning Difficulty (SpLD), disability or long-term medical condition which requires specific exam arrangements, it is likely that you will need documentation from the University Disability Advisory Service and/or your GP. There can be a wait for this, so we encourage you to make contact with them as soon as possible. The Senior Tutor and Academic Office team are also available to advise students in cases where unforeseen circumstances (e.g. illness) may affect a student's attendance at or performance in an examination, either just before or during the examination. In these cases it is essential that you contact the Senior Tutor or the Academic Office as soon as the need arises.

The rules for examinations are set out in the University Examination Regulations, which are available online. Please make sure you familiarise yourself with the exam regulations relevant to your course. Detailed guidance about examination entry and conduct, as well as advice about preparation for exams, is available from the University website.

2.9 Academic Dress ("Sub Fusc")

For examinations, matriculation, and degree ceremonies you will need to wear full academic dress. This consists of "Sub Fusc"; the appropriate academic gown; and a mortar board or soft cap. Sub fusc comprises:

1. one of:
   - dark suit with black socks, or
   - dark skirt with black tights or stockings, or
   - dark trousers with black socks or black 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.
2. dark coat, if required - worn underneath the gown
3. plain black shoes with a dark sole
4. plain white collared shirt or blouse with sleeves
5. white bow tie, black bow tie, black full-length tie, or black ribbon

   You will also require:
6. graduate gown (knee-length, lay-type black gown, without sleeves, but with streamers/wings adorned with folds)
7. mortar board or soft-cap

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 British Armed Forces in the UK may wear service dress under their gowns.

In addition, students traditionally wear carnations for examinations: a white carnation for your first examination, a red carnation for your last examination and a pink carnation for all examinations in between.

Gowns and hoods, along with mortarboards and caps, can be purchased or hired from local retailers or online.

2.10 Paid Work

The University's Paid Work Guidelines for Oxford Graduate Students state that full-time graduate students "should generally regard their studies as a full-time occupation of at least 40 hours per week, and should normally be available for academic commitments during core working hours (i.e. 9am to 5pm on weekdays). Graduate students on taught courses should regard this as applying to term-time study whilst for students on research courses it applies year-round."

The University therefore recommends that full-time graduate students on a taught course (such as a Master's) do not undertake more than 8 hours' paid work each week whilst studying, and students on research courses are advised that any paid work should still allow them to spend at least 40 hours per week for a minimum 44 weeks of the year on their studies. If you are considering taking up paid work during your studies (including research assistance or a teaching role for your Department or one of the other Oxford colleges) you should ensure that you have first consulted your University and College Supervisor. Where applicable, you should also check the terms of your studentship. For advice please contact the Senior Tutor.

Part-time graduate students should ensure that any paid work does not interfere with the commitment of time required for their course. Part-time graduate students wishing to begin or continue with paid work are encouraged to speak to their Department or Faculty in advance about how it could fit with their course. They are also encouraged to speak to their employer to ensure that any study leave requirements may be accommodated.

Please note that the College offers some internal research assistantship opportunities, mainly funded from Fellows' Research Allowances. Please contact your College Supervisor or the Senior Tutor for more details.

Students on visas granted under the Student Route or Tier 4 visas (issued before that route was renamed in October 2020) are subject to strict rules governing the amount of paid work that they can take on. Graduate students on taught courses are normally limited to 20 hours per week during term time, and graduate students on research courses to 20 hours per week throughout the year. This limit applies to all paid work, regardless of who the employer is. Your student visa should specify the amount of paid work you are able to undertake. It is essential that you check your visa restrictions with regards to paid work whilst a student, before you undertake any work commitment (whether for the University/Colleges or another employer). If you are employed by the University of Oxford or an associated College, you may be asked to record your hours using the 'College Student Visa Monitoring Service'. Further information is available from the University website.

2.11 Residence Requirements and Absence from Oxford

University regulations give special importance to the time students live in Oxford. Graduate students on taught courses are expected to be in residence during each term of their course. DPhil students are normally required to spend a minimum of six terms in Oxford, whilst students who previously completed a Master's degree at Oxford and move on to a DPhil must spend at least three terms in Oxford after admission to the DPhil. In order to count a term towards the residence requirements for your degree, you must reside in Oxford for at least six weeks during the eight-week period of the University term. Full details are available from the University's Examination Regulations, from the relevant policies and guidance section of the University's Education Committee, and from your Departmental course handbook.

Students who need to be away from Oxford for short periods of time are trusted simply to notify the Senior Tutor, and to leave a forwarding address for emergency messages, if the circumstances warrant it. For absences of a term or more (e.g. to do fieldwork abroad), however, you may have to apply to both the College and to the University for Dispensation from Residence. A form for this purpose is available from the University website. Students who have fulfilled the University's residence requirements do not need to obtain formal Dispensation from Residence from the University, but they should inform the Senior Tutor of any absence of a week or longer. Students on visas should ensure they consult the Student Immigration team if they are considering applying for Dispensation from Residence or have to be absent from Oxford for more than a short period of time.

If you are going to be absent for a term or more, the College reserves the right to reallocate your office (and accommodation, if provided). Charges may not be levied during your absence in such a case.

Doctoral students eligible for residential accommodation, who are absent from Oxford for a full academic year to undertake fieldwork, may request to defer that year's accommodation. Please consult with the Senior Tutor in the first instance. This process is only available to students who are absent for academic reasons, such as fieldwork, and, for practical reasons, it is not possible to apply this right for only one or two terms. The Bursary will not normally permit a student to occupy an office while on fieldwork for a year, but accommodation for short returns to Oxford may be negotiated with the College.

2.12 Suspension of Status and Withdrawal

Graduate study is intensive and can sometimes pose challenges. In circumstances where you are not able to undertake your study for a particular reason (e.g. illness, family circumstances, financial difficulties), it is possible to apply for suspension of status for no less than one and not more than three terms at any one time. In general, you cannot suspend status for any more than six terms as a full-time graduate research student, or the equivalent length of your course (for example, three terms if you are on a one-year course) as a graduate taught student.

Suspension of status temporarily 'stops the clock' for all elements of your degree, including residence, fees, and terms for which a particular status may be held. It will also affect your access to the Nuffield Student Support Package, which will normally be suspended. Residential accommodation and office space provision can usually be postponed if you suspend for an academic year. This will not usually be possible for shorter suspensions or those that begin partway through an academic year. If you are considering applying for suspension of status, it is essential that you contact the Senior Tutor at the earliest possible stage. If you are funded by an external funding body, you may need to make a separate application to the funding body in parallel to that being made within the University. Your funding body's regulations for suspension of status will not necessarily be the same as those of the University. Please consult with your University and/or College Supervisor, Director of Graduate Studies or the Graduate Studies Administrator at your Department on this. Please also refer to University guidance on suspension.

Withdrawing from your course is a permanent decision to stop studying for that course. If you withdraw, you may be able to apply for reinstatement of status at a later stage, depending on your course and the stage you had reached in your studies prior to withdrawing. Note that you cannot withdraw from examinations after the conclusion of your last paper or by the time a dissertation/other written material is due, whichever is the later. Please refer to University guidance on withdrawal.

If you are considering suspension of status or withdrawing from your course, please speak to the Senior Tutor or your College Supervisor at the earliest possible opportunity.

2.13 Exchange Programmes

Nuffield/Yale Exchange

The College operates an official exchange scheme with Yale University's Graduate School of Arts and Sciences that allows doctoral students at Nuffield to spend the academic year (or part thereof) at Yale. The normal expectation is that one student from each institution will participate in the scheme each academic year, and that each visit will last for up to one full academic year. Proposals for visits lasting less than one academic year will be considered, and it may be possible for more than one student to visit Yale during the same year.

Under the scheme no fees are payable to Yale. The Nuffield student visitor will normally have to meet their own living costs in the US.

The scheme is open to all doctoral students of all disciplines at Nuffield College. The scheme may be made available to non-members of Nuffield where no Nuffield candidate has been forthcoming. The main criteria for selection are: (a) satisfactory academic progress; and (b) the ability to profit from the academic opportunities offered by the Graduate School of Arts and Sciences at Yale.

Students in receipt of a studentship (including those provided by the ESRC or the Clarendon Fund) should establish before they apply that participating in the exchange is compatible with the terms of their award.

Information about the scheme, including instructions on how to apply, are advertised each year (usually at the start of Hilary term). For further details, please contact the Academic Office team or Senior Tutor at any time. If you wish to be considered for this scheme, please consult with your University and College Supervisors, and the Senior Tutor.

Other Study Exchange Opportunities

Nuffield College students are welcome to consider applying for the various study abroad/exchange opportunities available to Oxford University students. Further information can be found on the University website at https://www.ox.ac.uk/students/fees-funding/international/scholarships-exchanges.

2.14 Graduation

When you have passed the requirements for your degree, you are eligible to graduate. Your Graduation is the formal ceremony at which your degree is conferred. You can graduate either in person, or *in absentia* (in absence). If graduating in person, you will need to sign up for one of the degree day dates allocated to Nuffield. Graduate students on taught courses will usually be invited to book a place at a graduation ceremony during a specified "booking window" in their last year of study. These students will be contacted by the central University Degree Conferrals Office ahead of the booking window. Graduate students on research courses will be provided with information about booking a graduation ceremony after they have completed all their degree requirements (and have received the "Leave to Supplicate" letter from the University). If you decide to graduate in person, you and your guests will also be invited to a graduation celebration in College.

The ceremony itself takes place in the Sheldonian Theatre, the official ceremonial hall of the University. You will need to wear full academic dress, and to make sure that you have the necessary gowns and other regalia; the College will send precise details to you in advance.

If you have any queries regarding graduation, please contact Maxine Collett at academic.admin@nuffield.ox.ac.uk.

2.15 Transcripts and Degree Certificates

Digital on-course and final transcripts are provided through the University eDocuments service. Note that you must register with the service and pay a one-off fee of £18: https://www.ox.ac.uk/students/graduation/transcripts.

If you have passed your examinations and have not had your degree conferred at a degree ceremony, or if you have attended a ceremony but require proof of your award to present to a third party, you can use a digital Degree Confirmation Letter (dDCL). The University's eDocuments Service enables you to share the dDCL with others such as future employers online. Documents shared in this way are sent from the University of Oxford and therefore are considered official secure documents for application purposes. More information can be found on the University website: https://www.ox.ac.uk/students/graduation/certificates.

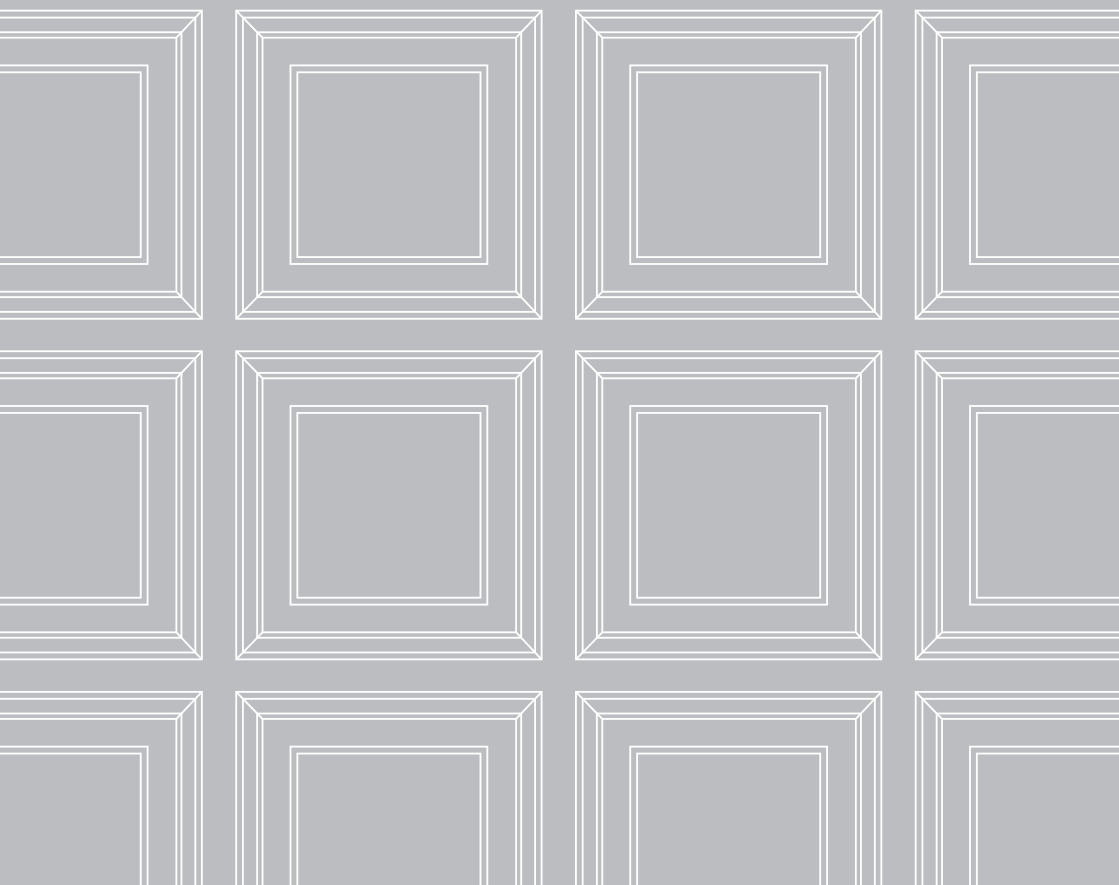
Once your degree has been conferred at a degree ceremony, either in person or in absentia, you will automatically receive a physical degree certificate. This will be presented to you by the College on the day of your graduation ceremony or posted to you after the event. More information can be found on the university website: https://www.ox.ac.uk/students/graduation/certificates.

2.16 Leaving Nuffield

Once a member of Nuffield, always a member! When you finish your time here as a student you are automatically a part of our Alumni community which entitles you to three nights in College per year and three High/Low Table dinners, all free of charge. For more details, see our Alumni Privileges page or contact the Development Office at development@nuffield.ox.ac.uk.

2.17 Academic Policies and Procedures

Information on College Policies and Procedures related to academic matters (e.g. fitness to study, student discipline) can be found in Section 9 'College Policies and Procedures'.



3.
DOMESTIC AND SOCIAL MATTERS

3.1 Access to College and Security

Upon arrival in College you will receive an electronic key fob from the Lodge (see Section 1.1). If you lose a key, please contact the Lodge. A charge is made for lost keys. If you are locked out when the Lodge is closed, you can contact the Oxford University Security Services (OUSS) on 01865 289999 (a charge may be levied for out-of-hours attendance).

The main College entrance in Worcester Street, along with all staircase outer doors, is usually locked each weeknight at 6pm, and remains locked at all times during weekends. The key fob you receive on arrival will give you access to these doors when they are locked, and it is important that you ensure that they are closed firmly behind you.
For extra security the large gates on Worcester Street will also be padlocked at 11pm. The pedestrian gates located on the Mews side of the College are locked at all times (though access can be gained by using your key fob). Never prop any of these doors open and ensure that all automatic gates and doors close securely after you have passed through. If you think someone has tailgated, please inform the Lodge or Oxford University Security Services (OUSS). **Never allow anyone else (including other College members) have access to your College keys or key fob.** If this happens, please note that you may be subject to the College's disciplinary procedures.

3.2 Residential Accommodation

General Rules and Protocols

Students who are eligible for College accommodation and who decide to live in will receive a copy of the College's Licence to Occupy ahead of their arrival at College. A template copy is available for reference on the website. Please note that the rent, whether charged monthly or termly, includes utilities and internet access. Rooms for new students are allocated by the Bursary (there are 11 sets/bedsits on the main College site, 14 ensuite bedsits in an annexe next to the College, and 7 bedrooms in an offsite house). Rooms for existing students are allocated via a ballot; you will be contacted about arrangements for the room ballot during Hilary Term. Residential accommodation

in College will be either a bedsit (office space and bedroom combined) or a bedroom in an offsite house with office space in College, but please be aware that accommodation in College is not uniform; in particular, some rooms have en-suite bathrooms and some have access to shared bathrooms. More information on College accommodation is available on the Bursary Intranet page.

Students with disability or accessibility requirements should contact the Accommodation Manager as soon as possible after accepting their studentship.

The standard annual accommodation period is 48 weeks; four additional weeks are offered free-of-charge to students who have been allocated a room in College for the following academic year. Therefore, no subletting can take place during September. These arrangements mean that leaving students must vacate their rooms and hand in their keys to the Bursary no later than 31 August (students who stay beyond this date will incur extra charges and must in all circumstances contact the Bursary if they are not able to comply with these conditions). Students moving to a new College room for the next academic year (as confirmed by the JCR room ballot) must likewise do so by this date. Rooms chosen in the ballot not occupied by this date will be re-allocated by the Bursary in the normal way. Students occupying rooms in College during the vacation may be temporarily moved to a different room to enable maintenance to be carried out.

Rooms are allocated to students for their individual use. An occasional guest may be permitted to stay for up to two nights without express permission, but the Lodge should be informed. Students wanting partners to stay for longer than this, or more regularly, must seek permission from the Bursary. All students are able to book the guest rooms available within the College. Further details about arrangements for guests and guest rooms can be found in Section 3.11 below, or on the College Intranet. Private arrangements for the use of rooms by other members of the College or guests during a student's absence are not permitted. You cannot 'lend' your room to anyone else; misuse of rooms in this way may result in the withdrawal of room rights or be subject to the College's disciplinary procedures. If you are away from Oxford for a year it may be possible to defer taking up College accommodation; see Section 2.11 above for further details.

The address of the College, and the address of any accommodation owned by the College, must not be used to register and/or run a business.

Furniture provided in rooms includes: bed, bedside table, wardrobe, bookcase, noticeboard, desk, computer monitor, desk chair, additional chair. There may be other items, but this is the minimum provision. Any items that are broken or damaged, either on arrival or during occupancy, must be reported immediately either to maintenance.faults@nuffield.ox.ac.uk or claire.bunce@nuffield.ox.ac.uk.

Furniture and equipment belonging to the College must not be moved from one room to another without the permission of the Bursar. Equally, all personal items must be removed when you vacate your room. Any items that do not belong to the College that are left in the room or outside it will be disposed of and a charge may be levied, depending on the amount or size of items left. Students should not put their own furniture/equipment in their rooms without referring to the Bursar's office first.

Banned items (which will be removed on sight): candles, incense sticks, cooking equipment, electric blankets, foreign travel plugs, portable electric heaters. Sockets must not be overloaded with extension leads. Trailing leads must be avoided at all times.

All electrical equipment that may be plugged into an outlet must undergo mandatory PAT testing to ensure electrical safety of the appliance. See Section 3.8 for further details.

Please do not use Sellotape, Blu Tack or similar adhesives to fix posters and pictures to the walls of your room (or any walls in the College). If you do and damage occurs you will be charged for the cost of repairs. Pets must not be kept in College rooms or brought into College.

Please also note that doors to student rooms are fire doors which provide a 30 minute seal in the event of a fire – they must not be propped open, have anything stored behind them which would prevent them being opened fully, or have anything hung from them which may obscure the fire protection seal. All doors are inspected annually.

UUK Accommodation Code of Practice (The Code)

Nuffield College is a member of The Code, and accommodation provided by Nuffield College complies with the regulations set out in The Code. The Code can be read here: UUK CODE_V10_FINAL. If you have a complaint about your accommodation under The Code, please report this by email to the Accommodation Manager in the first instance (claire.bunce@nuffield.ox.ac.uk). If the Accommodation Manager is unable to resolve the complaint, it will be escalated to the Bursar.

Domestic Assistants

Domestic Assistants do not make beds for residents, wash up dirty crockery and glasses, nor return trays and crockery to the Buttery. Their responsibility is to clean rooms and staircases. You will be expected to allow the College's domestic staff reasonable access to your room at least once a week. On occasions when cleaning may not be required please put your bin outside the door.

Laundry

There is a College Laundry in the basement of A staircase with four washing machines, four tumble dryers and ironing facilities. To report faults with the equipment, email the Works & Maintenance Department (maintenance.faults@nuffield.ox.ac.uk).

Staircase Facilities for Self-catering

Most staircases have a pantry/utility room. The pantry is equipped with a refrigerator, kettle and microwave. In addition, there is a large communal student kitchen in I staircase, and there are kitchens in the College's residential accommodation units in 5 George Street Mews and 50 Walton Street. Please do not set up any toasters or portable grills/cookers in your bedroom or study; if found they will be removed by College staff. Cooking in students' studies or bedrooms is prohibited, on the advice of the Fire and Rescue Service, as is using any other appliance which may be a fire risk or in any other way put the health and safety or security of others or the College's or other people's property at risk.

Please do not leave dirty crockery or glasses in bathrooms, since this causes inconvenience to other users and is a health and safety hazard.

Security and Insurance

You must lock your study or bedroom whenever you leave, even for a short time.

All residential accommodation and study rooms owned by the College (with the exception of the Thames Street flats) receive Possessions Insurance cover through the College's policy with Howden Insurance. You will be provided with details of what is covered when you arrive in College, and will have the option of extending the policy to suit your needs as appropriate. For claims information, your policy details, to extend your policy, or if you have a question, download the Howden insurance app and use the contact details there.

Accommodation for Couples

The College has a collection of ten studio or one-bedroom apartments available for couples (i.e. for two people who are married or co-habiting). This accommodation is in high demand, and availability is therefore limited. Please contact claire.bunce@nuffield.ox.ac.uk for further information.

Flats are prioritised for new students and postdocs; current students may not get an immediate answer on availability and should note that flats are not allocated on a first come, first served basis. Please note that rent is charged monthly in advance, and does not include utilities or internet. Utilities remain in the College's name and are charged back to occupants. Internet access must be set up separately by the occupant.

The University's Graduate Accommodation Office lets and manages rooms, flats and houses on sites owned by the University in and around Oxford City Centre which are available for graduate students. There is an application process if you wish to be considered for University Graduate Accommodation and all enquiries should be made directly to the University's Graduate Accommodation Office in the first instance. We strongly recommend that all students who may require accommodation for couples place their names on the University waiting list.

Electoral Roll

The College must provide Oxford City Council with a list of students in September, and the Council will contact each student individually with information on how to register, via a paper or online form. You must ensure that you complete and return the details requested in the form in order for your registration to be completed.

3.3 Living Outside College

Oxford is a small city and finding suitable private accommodation can be both difficult and expensive. The Oxford University Student Union has its own dedicated resource called StudentPad (to access the full site you will need to create an account) which contains useful information and advice on finding student accommodation in Oxford. The University's Graduate Accommodation Office is also available to help graduate students.

The University has also set up the Collegiate Accommodation Support Service (CASS) which connects new and continuing graduate students with available rooms across Oxford Colleges. You can find further information on the service, including eligibility criteria and how to apply, here: https://www.ox.ac.uk/students/new/collegiate-accommodation-support-service.

If you are living outside of College (including in Thames Street flats) we encourage you to organise your own insurance to cover your possessions. Howden is the official insurance service of the National Union of Students and offers a policy specifically for international students.

3.4 Office Space

Students who are no longer eligible for College residential accommodation, or who elect not to live in College (and who have not exceeded their Fifth Nuffield Student year; see Section 2.2 above and 4.1 and 4.2 below for details) are provided with office space in College, subject to availability. Details of the room you have been allocated will be

provided on arrival at the College (together with a key fob). All office spaces include an Ethernet connection, desk and chair, computer monitor, plus some shelving or storage space. A wireless internet network is installed throughout the College. Offices are provided for academic work, and are not to be used for storage. They should be kept tidy for access by Maintenance and Housekeeping staff.

Furniture provided in offices includes: desk, desk chair, bookcase, noticeboard, coffee table, additional chair, computer monitor. There may be other items, but this is the minimum provision. Any items that are broken or damaged, either on arrival or during occupancy, must be reported immediately either to maintenance.faults@nuffield.ox.ac.uk or claire.bunce@nuffield.ox.ac.uk.

Furniture and equipment belonging to the College must not be moved from one room to another without the permission of the Bursar. Equally, all personal items must be removed when you vacate your office. Any items that do not belong to the College that are left in the office or outside it will be disposed of and a charge may be levied, depending on the amount or size of items left. Students should not put their own furniture/equipment in their office without referring to the Bursar's office first.

Banned items (which will be removed on sight): candles, incense sticks, cooking equipment, electric blankets, foreign travel plugs, portable electric heaters. Sockets must not be overloaded with extension leads. Trailing leads must be avoided at all times.

All electrical equipment that may be plugged into an outlet must undergo mandatory PAT testing to ensure electrical safety of the appliance. See Section 3.8 for further details.

Please do not use Sellotape, Blu Tack or similar adhesives to fix posters and pictures to the walls for your office (or any walls in the College). If you do and damage occurs you will be charged for the cost of repairs. Pets must not be kept in College rooms or brought into College.

Office space is for the person(s) it is allocated to only, and is not to be used for sleeping under any circumstances.

If your student status ends in the middle of an academic year, offices must be vacated and keys returned within one week from the date the studentship ends.

3.5 Meals

Special Dietary Requirements

The College currently provides a wide variety of meal options, including options for vegan, vegetarian, Halal and non-strict Kosher diets. The Kitchen is also able to make adjustments to accommodate medical conditions that require a restricted diet, for example food allergies or intolerances. If you have a medical condition that affects your diet, it is important that you inform the Catering staff as soon as possible at buttery@nuffield.ox.ac.uk.

In order to ensure that staff can devote adequate time and resources to catering to medical conditions, the College is not able to make special arrangements based on food preferences. The Kitchen will always ensure that menus are well balanced with healthy options available.

"Common Table" Meals

"Common Table" refers to standard lunches and dinners. These meals, as well as breakfast, are usually taken in Hall or the Buttery (located in Staircase A).

Please note that items taken from the food line at breakfast, lunch, and dinner are meant to be consumed at that meal, preferably in the Buttery or Dining Hall for health and safety reasons. All food trays should be returned within the Buttery's opening hours (see Section 1.5) and not left in the corridor. Likewise, crockery should not be removed from the Buttery. Please be aware that Buttery staff are expected to monitor compliance with the College's meals expectations.

Breakfast

Breakfast is normally available in the Buttery between 7.45am and 9.30am from Monday to Saturday, and between 9am and 11am on Sunday, on days when the Kitchen is open. Students may choose to eat breakfast on a pay-as-you-go basis (via battels, see Section 4.4), or to sign up for a quarterly breakfast meal package. Further information about these charges is set out in Appendix E. Students must record breakfasts that they or their guest take by presenting their fob or card by the Till area in the Buttery, regardless of whether they are paying on an individual basis or have signed up for a meal package.

Lunch

Lunch is normally available in the Buttery and Hall between 11.45am and 1.30pm Monday to Friday; and between 12pm and 1pm on Saturdays. For lunch on Saturday, students must sign up in advance via the Intranet by 10am. Please note that the number of attendees for Saturdays are capped.

Students within their first six Nuffield Student Years may take lunch in College at no charge on days when the Kitchen is open. Students in subsequent Nuffield Student Years may apply to take lunch in College at no charge on a case-by-case basis; these enquiries should be directed to the Senior Tutor in the first instance. Visiting students should refer to their letter of invitation for information about meals in College and the relevant charges, if applicable.

Students must sign in for all lunches by presenting their key fob at the electronic system by the Till in the Buttery.

Low Table Dinner

"Low Table" dinner (i.e. self-service dinner) is normally available in the Buttery on weekdays between 6pm and 7pm, except during the College closed periods at Christmas and Easter, and during part of the Long Vacation. No Low Table dinner is provided on Saturdays or Sundays. Students may choose to eat Low Table dinner on a pay-as-you-go basis (via battels), or to sign up for a meal package which covers Low Table dinners and Formal Hall for the period between 1 October and 30 June. Further information about these charges is set out in Appendix E.

All students, regardless of whether they are dining on a pay-as-you-go basis or have signed up for a meal plan, must sign up for Low Table dinners in advance, by 10am on the day in question, using the booking service on the College Intranet or in the meal booking app on their smartphone.

Formal Hall

On Fridays during term time, students may choose to attend "Formal Hall" instead of Low Table, for the same cost. A three-course dinner is served; wine is not provided but diners are welcome to bring their own. Participants are asked to take their seats in Hall for 7.10pm, ready for the arrival of High Table diners. Participants are expected to stand at the start and end of the meal for Grace to be said. A Grace of 'Benedictus Benedicat' is said by the Presider before dinner and 'Benedicto Benedicatur' after the meal has ended. Students are encouraged to invite guests to Formal Hall; note that charges will be at the High Table guest rate.

Students must sign up for Formal Hall in advance, by 12pm two days before the meal, using the booking service on the College Intranet or in the meal booking app on their smartphone.

High Table
High Table is held on Tuesday, Wednesday and Friday nights during term time. Dinner starts promptly at 7.15pm, and is preceded by drinks at 6.45pm in the Senior Common Room. Each student may attend one free High Table dinner per term (including pre-High Table drinks, dessert and wine), may sign up for additional High Table dinners at a subsidised rate, and may bring up to three guests at their own expense. Members of the College are expected to sign up for High Table dinner no later than 12pm two days before the meal, using the booking service on the College Intranet or in the meal booking app on their smartphone.

Tea and Coffee
Tea and coffee are available at no charge from the Buttery during opening hours. College members are allowed to bring up to 3 guests.

You must return all mugs, cutlery, crockery etc. to the Buttery promptly after use. This is not the job of the Housekeeping or Buttery teams.

Guests
Students are welcome to invite guests for breakfast, lunch, Low Table and especially to Formal Hall (but no more than three at a time). Guests should be signed in via the online booking system or, for meals without online booking, by the Nuffield student adding the guest at the Till and then presenting their fob or card. In each case, your battels account will be charged accordingly (see Section 4.3 and Appendix E below for more details about charges). Students are expected to accompany their guests while they are in College. The Lodge should be informed if student guests will be left by themselves for any length of time, and in general, students are encouraged to introduce their guests on arrival to the Porter(s) on duty at the Lodge. Please note that all guests will be asked to leave when the College shuts, unless their host is present.

Cancellations and Non-Attendance
Please ensure that, if you sign up to attend a meal and need to cancel, you inform the Buttery as soon as possible to prevent food waste and to enable someone on the waiting list to take your space.

Cancellations for pre-booked meals (Formal Hall and High Table Dinner) must be made by email to buttery@nuffield.ox.ac.uk no later than 10am one day before the meal, and no later than 10am on the same day for Low table dinner. Students may be charged for their meals and the meals of any guests if no cancellation is received by this deadline. It will not be possible to accommodate students and their guests who have not signed up for High Table or Formal Hall before the booking deadline. Please contact a member of the Buttery team if you would like to eat Low Table Dinner but have not booked in advance.

3.6 Mail, Stationery, and Photocopying

Mail

All students in Nuffield single residential accommodation (not partnered accommodation) should use the main Nuffield address for incoming mail, which is: Nuffield College, Oxford, OX1 1NF. Please do not use New Road, as it sends deliveries to the wrong door.

Students in their first five Nuffield Student Years are provided with a pigeonhole (pidge) in the College Lodge. Students beyond their fifth Nuffield Student Year who wish to retain a College pigeonhole should apply to the Senior Tutor. All post delivered to the College (either by the internal University Messenger Service or by external services) will be placed in pigeonholes each weekday, except when the College is closed. Any post that arrives for recipients who do not have a pidge and have not made forwarding arrangements will be returned to the sender. Graduate students on research courses who still have a pidge when they receive Leave to Supplicate are granted a two-month "grace period" after this date while they make alternative arrangements for their post.

Parcels that are too big to fit in pigeonholes, or that require a signature, will be held in the Lodge and the recipient notified for collection. High-risk or high-value items ordered from Amazon require the buyer to show proof of age at the point of delivery – please contact the Lodge if you order such items (you do not need to disclose the contents). If your delivery requires a One-Time Password (OTP) please share this with the Lodge as we cannot receive your parcel without it.

Stamped letters can be left for posting at the Lodge. Mail connected to your academic work may be left unstamped in the Lodge for franking. This mail must have the sender's initials in the bottom left-hand corner, followed by 1st or 2nd to indicate the class of mail required, and will be charged to your battels. Outgoing external mail is collected each weekday at 4.30pm, and should be in the Lodge for franking no later than 4pm. No letters will be franked unless the sender can be clearly identified.

Letters to other Oxford Colleges and Departments are usually collected from the Lodge, by the University Messenger internal mail service at least once a day Monday – Friday during term. Collections are less frequent during vacations. There is no charge for this service, but please note that the University Messenger will only deliver letters, not parcels. Please ask the Lodge staff for further details.

The College does not take any responsibility for personal items left at the Lodge for collection by a courier or other individual.

Students who are away from College for extended periods must make arrangements with the Lodge regarding their mail.

Forwarding Mail

When students leave Nuffield, post will not normally be forwarded and items will be returned to the sender. However, if an amount of money (usually £10) is deposited in your battels account, the Lodge will forward post to a notified address until the money runs out.

Stationery

Stationery can be purchased from various outlets in Oxford, some of which offer student discounts. Please note that stationery held at the Lodge is for the use of staff and Fellows only.

Photocopying

Students may use the printers in the Lodge, the Library, and D staircase for photocopying, as well as for scanning and printing. If the printing has not been collected within three days, it will be confidentially shredded. Use of networked printers is recorded automatically and charged to your Research Allowance. There is a rate of 1p per page for black and white and 5p per page for colour printed copies. Scanning documents to send to your email address is free.

The College is included in the University's collective licensing agreement for photocopying material. Please make sure you understand the terms and conditions of the licence and that you comply with them. A copy of a letter from the Copyright Licensing Agency explaining the terms of the system is displayed next to each photocopier. Breach of copyright may place the College at legal risk.

3.7 Cars, Bicycles, and Public Transport

There is very limited car parking available in the centre of Oxford, and no car parking is available for students within College, so students are advised not to bring a car with them.

Bicycle racks can be found inside the Mews Gates for College members. Cycles must not be left in the quadrangles, the Fellows' Garden, staircase entrances, in student rooms, or under the arch in the Lower Quadrangle. Bicycles parked in such areas will be removed. The College takes no responsibility for the safety of bicycles or any other vehicles left on the premises, and its insurance policies do not cover damage or theft of such items or any contents. Please ensure you always lock your bike up, and it is recommended you register your bike through BikeRegister. BikeRegister is the UK's police-approved national cycle database aiming to reduce cycle theft, identify stolen bikes and assist in bike recovery. The service is free to use. For more information either visit the Lodge or visit http://www.bikeregister.com.

The College is awaiting information from its insurer regarding e-bikes and the potential increased fire risks associated with the charging of lithium batteries. In the meantime members of College **must not** charge e-bike batteries on/in College property. The College will consider what provision it can make for charging facilities in the light of the advice when it becomes available. If you wish to park an e-bike on College property, please contact Claire Bunce first.

The University online store sells locks and lights at a highly discounted rate. For further information on cycle safety please visit https://www.ox.ac.uk/about/jobs/life-in-oxford/transport.

There is a comprehensive local bus service in Oxford, run by two companies: Oxford Bus Company and Stagecoach. Both companies have apps which can be used to book tickets and check bus journey times. Stagecoach runs a regular coach service to and from London (The Oxford Tube), and the Oxford Bus Company runs services to and from Gatwick and Heathrow airports. National Express runs services to Luton and Stansted Airports. Gloucester Green Coach Station is a couple of hundred yards from the College, and Oxford Railway Station is less than a mile away.

3.8 Health and Safety

Under the provision of the Health and Safety at Work Act 1974, the College is required to ensure the safety of employees, members of the College and the general public, when on College premises. It is the policy of the College to secure the health, safety and welfare of all persons in College. Accidents, near misses or any other matter relating to safety, should be reported by members of the College to the Lodge, or failing that, direct to HR or the Bursar.

Your attention is drawn to the following College procedures:

Fire Safety

Fire drills will be held sporadically throughout the year.

All members of the College are urged to take proper fire precautions at all times. Naked lights (including candles, which will be removed by housekeeping staff) must not be used in rooms, nor should combustible material be placed near electrical installations. Where practicable, all power sockets should be disconnected from the electrical socket when not in use, and sockets should not be overloaded. Doors must not be propped open with fire extinguishers or any other items. Hooks (including self-adhesive hooks) must not be placed on the backs of doors. Fire extinguishers should not be removed unless required for a fire. Any misuse will result in disciplinary action.

Make sure you know the escape route from your place of work or staircase, and where the nearest fire alarm point and fire extinguishers are. A fire action notice is placed inside every staircase near the fire alarm panel. In particular, you should note the "crossover" routes at the top of some staircases, i.e. where there may be different options for evacuation routes, namely:

"H" and "I" – across the top of the main arch.

George Street Mews - there are two different evacuation routes depending on which room is occupied.

If you discover a fire, immediately operate the nearest fire alarm call point, shout "fire, fire, fire" to warn others, and assemble at the nearest fire assembly point. The Lodge will respond to fire alarms between 7am and 11.30pm Monday to Sunday and will call the Fire and Rescue Service on sight of fire. Outside of these hours and during College closures, Oxford University Security Services (OUSS) will attend to alarms and automatically call the Fire and Rescue Service.

On hearing the fire alarm, do not ignore it. Leave the building immediately by the nearest available exit and go straight to your nearest assembly point (please ask the Lodge if you are not sure where your nearest assembly point is). The First Responder, along with trained Fire Marshals, will take charge of any evacuation and ensure that no one is left in the area. If the fire alarm activation occurs out of hours, Oxford University Security Services (OUSS) and the Fire and Rescue Service will attend. For more information on fire safety please refer to the Intranet under the Works, Maintenance and Repairs section. The Lodge will also give you a fire induction upon your arrival. There is also information in your bedroom/office.

You should not stop to collect personal belongings, and should not re-enter the building unless you have been told by the relevant authority that it is safe to return. To enable a record to be kept of who is in the building overnight all resident students who are away for the night, or have an overnight guest, are asked to inform the Lodge.

The Library (Tower and basement extension between I and L staircases) presents particular fire hazards. The fire doors onto the staircases should be kept closed at all times. The Library has its own alarm system with a bell on each floor and a fire alarm beside the staircase doors. In the event of fire, do not use the lift. You should familiarise yourself with the location of the principal fire exit on the ground floor of the Library Tower and with the secondary fire exit on floor 2. In the case of the extension, you should note the alternative fire exit onto I Staircase. In all evacuations, you must follow the fire exit signs. The emergency lighting will automatically operate to all escape routes if the power is interrupted.

Electrical Equipment

Normal safety precautions are to be taken in the handling of electrical equipment. Adjustments or repairs to electrical equipment should only be carried out by professional qualified electrical contractors. Only one appliance should be used on each socket. Portable electric heaters and electric blankets must not be used in rooms.

Portable Appliance Testing (PAT) is mandatory on all electrical items used within the College. This includes personal items and will be arranged by the Works & Maintenance Department. Access to all electrical equipment that is able to be plugged into the wall must be made available for testing.

Trailing leads should be prevented at all times by tidying electrical items away when not in use and rooms arranged to avoid this risk.

Electrical items should not be left charging on beds, only on a hard surface.

Asbestos Awareness

Asbestos is a naturally occurring mineral which, prior to 1999, was used in construction in the UK. Unfortunately, as the College was built prior to 1999 asbestos is present in some areas. The College has a legal duty to manage the risk from asbestos and there is an asbestos register in place which is updated on an annual basis and details where the asbestos is and the risk it poses. You can find out further details in the most recent Asbestos Survey.

As long as asbestos materials are in good condition and not disturbed or damaged there is in general no risk or need for removal. On this basis, and taking account of the College's management procedures, asbestos present in rooms has been categorised as low risk but please take extra care around areas which contain asbestos and if any damage occurs please report it to maintenance.faults@nuffield.ox.ac.uk.

Due to this, only members of the Works & Maintenance Department are able to make fixings into walls. Should you require assistance, please contact the Department.

3.9 Maintenance and Repairs

All maintenance problems and Health and Safety concerns must be reported via email in the first instance at maintenance.faults@nuffield.ox.ac.uk. You will receive an automated reply with a job number, and the Works & Maintenance Department will inform you of a response time. General maintenance matters can be discussed with the Director of Estates, Maintenance Manager or the Bursar, and, if problems persist, can be raised by the JCR representatives at the Personnel and Domestic Committee.

Works and Maintenance Room Access Procedure

All maintenance requests and subsequent communications shall be made via the ticketing system, with the exception of emergency matters.

Maintenance shall give at least 24hrs notice for access to rooms for maintenance works. This can be 'opted out of' by the Tenant/Occupier by email to the ticketing system should an earlier and amicable time of entry be agreed via email, or stated in writing when raising the initial request, should they wish for the matter to be dealt with at an earlier time.

No entry shall be made without a clear reply from the Tenant/Occupier stating permission to enter.

Notice shall not be sought in the event of an emergency. In the event of emergency access the Tenant/Occupier will be advised at the earliest convenience that access has been taken, when taken, and the reasons for it being treated as an emergency.

Emergency matters include, but are not limited to, danger to persons or property, leaks or flooding, insecure/unsafe windows or doors.

When accessing a room, Maintenance shall:

- Knock loudly at least three times and give a reasonable length of time for an answer.
- If there is no answer, open the door and clearly identify themselves before entering.
- Not use any of the facilities.
- Remove any waste and ensure the area is left as clean as it is found.
- Not move, or interfere with, belongings or furniture not related to or preventing works.
- Leave all belongings or furniture in the same location and condition as it was during entry.
- Treat the Tenant/Occupier, their belongings and space with respect and consideration.
- Ensure the door is locked and secure when leaving unless instructed otherwise by the Tenant/Occupier.

Lone working is permissible in offices or unoccupied accommodation rooms.

For accommodation rooms still occupied by the Tenant(s), Maintenance staff should, where practicable:

- Always have a second person with them which could include: another member of the Maintenance team; a member of staff from a different Department, such as Housekeeping, or a Nuffield College Contractor.
- Wedge open the front door(s) to the flat/room, unless this prevents work from being carried out.

All contractor works within any accommodation, unless there is no tenancy in place (void rooms), shall be supervised by a member of the Maintenance Team.

Upon completion of works, an email shall be sent to the Tenant/Occupier using the ticketing system confirming that works have concluded and what has taken place or, should it be required, to make another appointment for entry.

In cases of genuine maintenance emergencies during a closed period or when the Lodge is closed, you should first attempt to contact the dedicated out-of-hours service provider Oxford Security Services, who can be reached by telephone on 01865 751605.

3.10 Junior Common Room

The Junior Common Room (JCR) refers both to the community of graduate students at Nuffield and to the room in A staircase which acts as a communal social space.

Every Nuffield student is a member of the JCR, which meets at least once a term in order to allow the student body to raise and discuss issues of mutual concern. The JCR has a President, a Secretary, and a Treasurer, and is responsible for electing the student representatives who sit on the majority of the College's committees. The current President is Isabella Cuervo-Lorens, and you can find a full list of the current JCR representatives on the College website. Further information about the JCR and its activities is available from the JCR President.

3.11 Guests and Guest Rooms

Students who are resident in College accommodation are usually permitted to invite occasional overnight guests to stay in their room for up to two nights without express permission, although the Lodge must be informed; students wanting partners to stay for longer than this must seek permission from the Bursary. Students are usually welcome to invite guests and partners to lunch and other meals in College (except on Sundays) and will be charged accordingly via their College battels. Booking is required for dinners and Saturday lunch, for which normal charges will apply. Breakfast is included in the guest room booking but should be signed for at the Till. As above, wherever possible,

students are encouraged to introduce their guests on arrival to the Porter(s) on duty at the Lodge. Students with partners who are regular visitors to College may be able to request a key card for them. Please contact the Bursary for further details.

Guest rooms in College are available, and may be booked by students (see guest room information on the Bursary Intranet page for full details/costs). Please contact bookings@nuffield.ox.ac.uk if you wish to make a booking. Keys may be obtained from the Lodge after 2pm on the day of use. Students are asked to be generally responsible for their guests including ensuring that the guest-room keys are returned to the Lodge. A charge of £20 is made for each key not returned. Since the rooms have to be prepared for the next guest before the domestic staff go off duty, departing guests must vacate the room by 10am.

Key cards must be returned to the Lodge Porter by 10am on the day of departure. If you are leaving before the Lodge opens at 7am, please speak to the Porter before you depart for advice on where to leave the key card.

Room availability is contingent on other College needs; when rooms are available they may be reserved in advance for a maximum of 3 consecutive nights. For longer periods permission from the Bursar is required. On special occasions (such as Stated Meetings or the Founder's Feast) all guest rooms are reserved for College guests. On Tuesdays, Wednesdays and Fridays during term, College and Fellows' guests have priority for guest rooms. Mews 11 may be booked for guests requiring disabled facilities. The College has three guest rooms which could accommodate a family: two include a double bed and a double sofa bed, and one includes a double bed and a day bed suitable for a small child. A travel cot, as well as a nappy bin, changing mat and baby bath, is available upon request.

Bookings for guest rooms can only be taken on the basis that accurate information about the identity of the proposed occupants is provided. A cancellation charge equal to one night of the booking will be made where less than one working day's notice is given of cancellation.

3.12 Children in College

Children of College members or guests are welcome to attend daily College meals other than High Table or Formal Hall; please note that meal charges apply depending on their age (over 6 years old). The College currently offers three family guest rooms which may be reserved for visitors with children under the age of eighteen, subject to availability, for short-term visits of less than one week. Parents or guardians staying overnight

in College with children under the age of eighteen will be required to sign a Parent/ Guardian Letter of Understanding. Please contact the Bursary for more information and please note the College's Safeguarding Policy (see Section 9 below).

3.13 Meetings and Events

Some College rooms and facilities are available free of charge to students who wish to hold an academic event, meeting or workshop. Please see the relevant section of the website (https://intranet.nuff.ox.ac.uk/resources/conferences-and-events/), or contact the Conference and Events team at conference@nuffield.ox.ac.uk for more information. Students wishing to organise a meeting or event in College should note the relevant policies and guidance documents relating to College meetings and events including practical guidance on free speech and inclusion in College events (see Section 9). All major bookings must be made at least four weeks in advance of the event in order to be considered. However, any simple room booking can be done at short notice, given availability.

3.14 Filming in College

If you would like to film at event in College, such as an interview or a seminar, you will need to notify the Conference and Events team at conference@nuffield.ox.ac.uk at least four weeks in advance. We reserve the right to decline such bookings if they are received less than three working days before the event. Should you be planning to share your film with the public, we would also recommend contacting the Communications Manager at comms@nuffield.ox.ac.uk; see Section 8.2 for further information.

Depending on the type of event filmed, you may also need to complete a risk assessment. Further details can be obtained from the Conference and Events team in the first instance.

3.15 Parties

If you want to have a party in your own room, or in communal areas (i.e. 50 Walton Street or student kitchens), and do not wish to use any services, you need only obtain the approval of the Bursar. It may be possible to borrow glasses, crockery etc. from the Buttery, but please consult the Director of Catering and Events in advance.

Borrowed equipment should be returned (clean) to the Buttery. You are also asked to clear up generally after the party.

For a party in a public room, including the bar, or an event requiring College services, please contact the Conference and Events team at conference@nuffield.ox.ac.uk for more information. All bookings must be made at least four weeks in advance of the event in order to be considered.

3.16 Television Licences

Students who bring a television to College must purchase their own television licence. They are not covered by the College's licence, which applies only to the television in the JCR. Further information about TV licences is available here: http://www.tvlicensing.co.uk/.

Students should note that they must be covered by a TV licence if they wish to download or watch BBC programmes on demand (including catch-up TV) on BBC iPlayer. This applies to all devices, including smart TVs, desktop computers or laptops, mobile phones, tablets, digital boxes or games consoles. A licence is required even if BBC iPlayer is accessed through another provider, such as Sky, Virgin, Freeview or BT.

3.17 CCTV in College

Students should be aware that Closed Circuit Television (CCTV) is in operation around College. Images are monitored and recorded for the purposes of crime prevention and public safety. The College's CCTV policy can be found in Section 9.

3.18 Music and Sports at Nuffield

Music

There is a piano in the Meeting Room on Staircase L, as well as an electric piano in the Chapel. If playing either instrument please be sensitive to other people who are nearby and who may be trying to work.

Please report any faults or damage with the equipment to the Lodge.

Sports

Most sporting activities within College are organised by the JCR. For more information, you can get in touch with one of the JCR Officers.

Croquet and bowls may be played in the Fellows' Garden (but not in the Upper or Lower Quadrangles). Ball/throwing games are not allowed in the Fellows' garden or Upper or Lower Quadrangles.

The College has agreed to subsidise local gym membership at actual costs up to a rate of £13.95 per month of active membership. A list of eligible gyms / clubs is copied below.

Students may claim for the subsidy in arrears by submitting to the College Finance Department a Student Research Allowance Claim Form together with relevant receipts and confirmation of membership. (NB. Reimbursement will not be made from individual Research Allowances, even though the student Research Allowance claim form is used.)

Claims for individual monthly membership fees (or a series of monthly fees) must be submitted no less than every 3 months in arrears, together with relevant receipts and proof of membership. Claims for multi-month membership fees should be submitted no sooner than one month after the membership has been activated, again with the relevant receipt and proof of membership.

It is a condition of this scheme that participating students inform the College if their membership expires or is cancelled for any reason. In these cases, the College will seek a refund of monies paid. For multi-month membership claims (such as six months or a year) the College may request evidence that the membership was used during the period claimed, such as attendance records, usage history, or confirmation from the gym. The College reserves the right to withdraw or amend the terms of this scheme, at its discretion and given reasonable notice. The eligible gyms / activities are as follows: Pure gym, DigMe Fitness, Brookes gym, Iffley pool, Iffley gym, Nuffield health gym, Ferry leisure centre gym, Ferry leisure centre pool and Nuffield yoga term pass.

Nuffield College is an active member of the Linacre College Boat Club. If interested, students are able to row competitively or recreationally with the club.

Please see Section 4.8 for information about funding available to contribute to the cost of student participation in a sports team representing the University.

3.19 College Gardens

Deckchairs and blankets are available in most staircases, and should be returned after use. Please use the paths for walking around College (rather than the lawns), and please note that no ball games are permitted in the College grounds, with the exception of croquet and bowls as mentioned in Section 3.18.

The Fellows' Garden is open to all members of the College unless it is being used for other functions. Catering staff will open the doors from Hall when the weather permits. The Fellows' Garden is not intended to be used as an alternative to the main Quadrangle gardens where deckchairs are located, as it is often required for College functions.

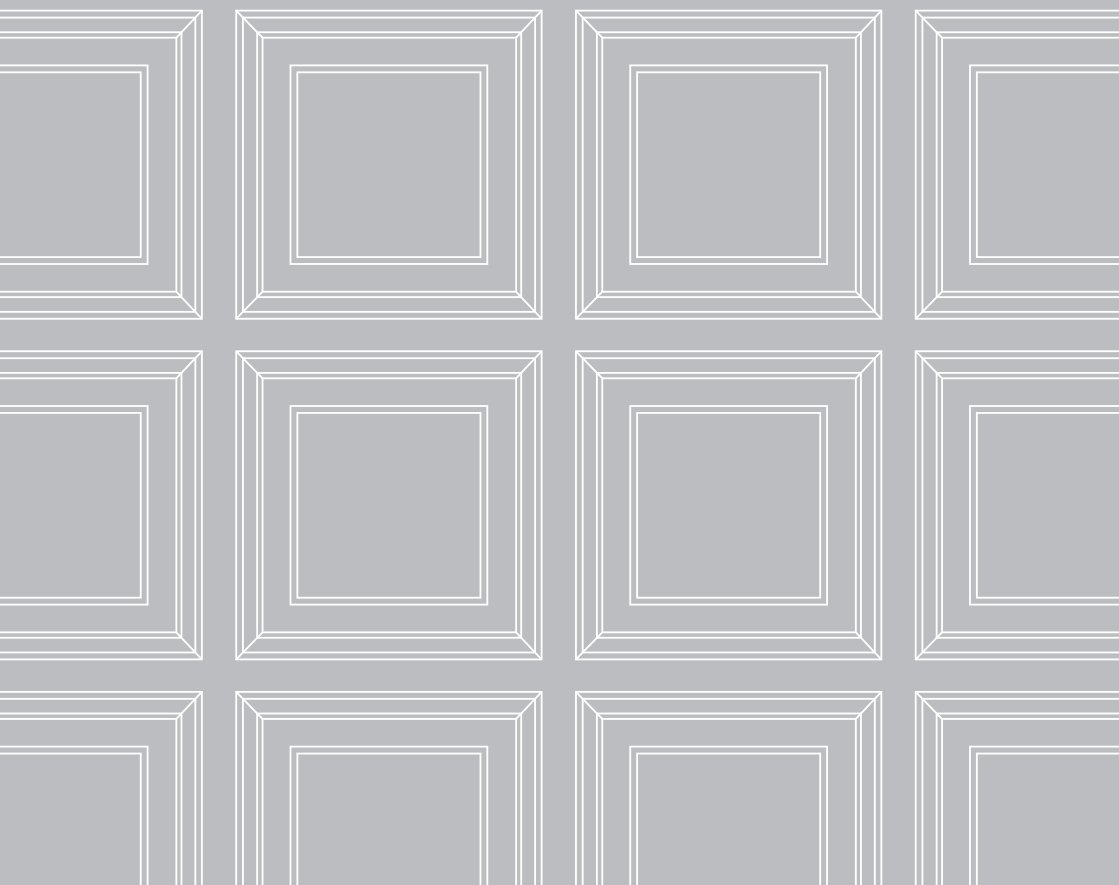
3.20 Vacations

The College is open most of the year, but closes for some of the Easter and Christmas breaks, and there is a reduced meal service during some of the summer vacation. Full details will be circulated closer to the relevant vacation, but in general:

At Christmas, the College normally closes between 23 December and 2 January inclusive; sometimes an additional two days (due to public holidays) will be added to this period.

At Easter, the College normally closes for 6 days, usually beginning on the Thursday before Easter. Reduced staffing is in place for the remainder of the week which precedes or follows Easter depending on the timing of the holiday but domestic arrangements continue as normal outside the closed period.

The College remains open throughout the Long Vacation, but during August Low Table dinner and some other meals are not available. The College is completely closed on the August Bank Holiday.



4.
FINANCIAL MATTERS

A summary of College and University fees, charges, and allowances is set out below in Appendix E.

4.1 Nuffield Student Support Package

Students within their first four Nuffield Student Years are eligible to receive the Nuffield Student Support Package (see Section 2.2 above for an explanation of Nuffield Student Years). Students beyond their fourth Nuffield Student Year may be eligible for some elements of the Nuffield Student Support Package, as detailed below. If you are uncertain whether you qualify, you should check with the Finance Department or the Academic Office.

Part-time students should refer to their offer letter or consult with the Senior Tutor regarding the provisions in their Nuffield Student Support Package, and their duration.

The various elements of the Student Support Package are listed below.

Provision of Networked Office Space

The provision of networked office space (which may be single or shared) is offered to all students across their first five Nuffield Student Years, subject to availability.

Details about eligibility for residential accommodation within College can be found in Section 2.2 above. Further information about office space can be found in Section 3.4 above.

Research Allowance

An annual Research Allowance is provided to students who are still in receipt of their funding package (including a grant for living costs) from their funding body. This Research Allowance is intended for academic activities or resources related to their studies (for example, attendance at conferences, purchase of books or specialist software, access to datasets appropriate for your course). If students require access to

particularly highly-specialised and/or expensive IT equipment, they should contact the IT Department in the first instance to discuss their needs.

The student Research Allowance can be used to purchase various AI tools but note that some are provided, effectively free of charge, via University site licences. Please check before committing to any purchase. There is a list currently at https://oerc.ox.ac.uk/ai-centre/generative-ai-tools[1]. If students need alternative tools, please see our Intranet page: https://intranet.nuff.ox.ac.uk/resources/it-and-computing/artificial-intelligence/. It is very important to first think about the information security and intellectual property risks before students use any of the free tools, or any tool which uses input data for training. Once students have addressed this and an alternative AI tool is still required, students must complete the AI tool RA claim form (accessible from the Intranet page above) and submit this with their claim for the service. Claims for alternative AI services cannot be processed without this.

The value of the Research Allowance depends on a student's course of study:

- MPhil and MSc students are allocated a Research Allowance of £351 per annum.
- DPhil students are allocated a Research Allowance of £950 per annum.

Reimbursement expense claims from Nuffield Research Allowances should be submitted directly to the College's Finance Department, by email to finance.department@nuffield.ox.ac.uk. The Student Research Allowance Claim Form, available from the College Intranet, must be used for this purpose. Claims must be accompanied by the relevant original or scanned receipts, comply with our Expenses and Allowances - Payment Rules and Guidelines document (which can be found on the College Intranet), and clearly state the actual amount claimed on the form. Please convert any foreign currencies to GBP. Additionally, claims for travel expenses should include an explanation of the purpose of the travel and, where relevant, the names and dates of any conferences or workshops attended.

The balance of unspent funds in a Research Allowance may be carried forward to the following Nuffield Student Year, and into the first year after the end of the student's funding package (see Section 4.2 below). Nuffield graduate students on taught courses who are readmitted to the DPhil may carry any unspent balance of their Nuffield Taught Course Research Allowance forward to the first year of the DPhil, to add to their Nuffield Research Course Research Allowance.

1. Search for "Generative AI Tools" if this URL is inaccessible for you

Students may *not* draw from their next year's Research Allowance in advance. Claims intended for the following year should only be submitted when the new academic year begins.

Please also note that as the Research Allowance is intended to support research conducted whilst at Nuffield College; therefore, students anticipating a large claim within the term in which they expect to submit their thesis (especially for items such as subscriptions, IT equipment and books, the usefulness of which extend beyond the students' time at Nuffield) should consult the Senior Tutor or Bursar prior to committing to that expenditure, as such expenditure may be deemed ineligible if it does not relate strictly to their research study at Nuffield College.

Meals in College

Students within their first six Nuffield Student Years may take lunch in College at no charge while the Kitchen is open, and may additionally opt to subscribe to a breakfast and/or dinner package, or to eat dinner and/or breakfast in College on a pay-as-you-go basis. Further information about meals in College is provided in Section 3.5, and details of meal charges are given in Appendix E.

4.2 After your funding package ends

DPhil students who do not complete their course by the end of their funding package remain members of the College for as long as they are enrolled with the University for a DPhil.

Students in their first year after their funding package has ended[2] may receive or can choose to sign up to the following:

- subject to availability, access to office space in College at no charge (waiting lists may apply);
- access to College computing and library facilities (though library borrowing rights may be restricted);
- free lunches in College (while the Kitchen is open);
- option to sign up for the student breakfast and/or dinner package; or to eat breakfast and/or dinner in College on a pay-as-you-go basis;

2. For those students who enrolled on the DPhil without prior Oxford MPhil study, the first year after their funding package has ended will be their Fifth Nuffield Year. For those students who enrolled on the DPhil having previously completed an Oxford MPhil, the first year after their funding package has ended will be their Sixth Nuffield Year.

- access to a pigeon hole if required;
- eligibility to apply for a College travel or fieldwork grant (see the Section 4.5 below for further details about grants);
- eligibility to carry forward (for one year only) any unspent funds remaining in their student Research Allowance (see Section 4.1 above); and
- a termly Completion Grant, equivalent in value to the Continuation Charge levied by the University, which in 2026/27 will be £656 per term. Students will be eligible for the Completion Grant for up to three terms in their first year after their funding package has ended, up to and including the term in which they submit their thesis.

Students beyond their first year after their funding package has ended may apply for a College travel or fieldwork grant and may request office space; such requests will be dealt with on a case-by-case basis and will be subject to availability. Free lunches in College (while the Kitchen is open) are available to students in their Sixth Nuffield Student Year and students beyond this may apply on a case-by-case basis. All current Nuffield students may opt for meal packages for breakfast and/or dinner; or to eat on a pay-as-you-go basis.

4.3 Charges

For current and updated fees and charges please refer to the College website and Appendix E below.

Course Fees Due

The course fees paid by all matriculated students are for the provision of tuition, supervision, academic services and facilities by the University (including your Department or Faculty) and the Colleges, but do not include residential or other living costs.

The course fees you pay include your fees for both University and College services and are divided between the University (including your Department or Faculty) and the College on a formula basis.

The College is responsible for collecting the course fees for which you are liable. Fees are payable in advance, on a termly basis. This means that you can expect to receive a bill for fees sometime in 0th week of each term. If your fees are being paid by an agency or external sponsor/funding body, the College will normally send the invoice directly to that body. Non-payment of fees is an extremely serious matter, and may result in disciplinary action. Information about the recovery of debt is set out in the College's Battels policy (see Section 9). General information about fees and periods of fee liability

is available from the University website. For more specific queries about your fee status, please contact student.fees@admin.ox.ac.uk.

Fixed Room Charges

There is a fixed annual room charge which covers 48 weeks of residence, and which is paid termly in advance for all students living in College accommodation. All fixed charges are non-refundable in the case of early departure from College.

Fixed Meal Charges

Meal plan charges for breakfasts and Low Table dinners are payable quarterly in advance. All fixed meal charges are non-refundable in the case of early departure from College. Please refer to Section 3.5 for further details about meal arrangements in College, and Appendix E for 2026/27 meal plan charges. Please note that the Low Table dinner meal plan is not available in Quarter 4.

Visiting Students

Junior Visiting Scholars and exchange students (e.g. Yale exchange), are eligible to receive free lunches in College while the kitchen is open, and may also choose to sign up for the breakfast and/or dinner meal plans, or to take meals in College on a pay-as-you-go basis.

Guest Room Charges

For guest room charges, please see Appendix E. College members are entitled to a discounted guest room rate for certain guests. Please note your relation to the guest when booking and, if relevant, the discount will be applied. Please contact bookings@nuffield.ox.ac.uk for further details. For further details on booking a guest room, see Section 3.11.

Room Booking Charges

Lecture rooms and public rooms are let at no charge for meetings of academic and academic-related societies with which a current member of College is involved (e.g. as secretary). Other societies with which a current member of College is involved may use these rooms for a charge. A member of College should be present at all meetings held in College rooms. Nuffield students who wish to book a lecture room or public room should contact the Conference and Events Team at conference@nuffield.ox.ac.uk. Please see Section 3.13 for further details.

4.4 Battels

A Battels account is a form of credit and is subject to strict adherence to the College Battels policy, which can be found in Section 9. Any charges which are not payable in advance will usually be collected through your Battels account.

Battels are normally due for payment in arrears, and individual invoices are sent out on the 15th of October, January, April, and July. Membership of the College obliges everyone to pay their battels promptly, i.e. by the due date. Members of College who expect to be away from Oxford on the due date should contact the Finance Department to make suitable arrangements to make the payment. If you know in advance that you will not be able to settle a bill in full within the normal timeframe, please contact the Senior Tutor, the Bursar, or the Head of Finance, so that alternative schedules of payment can be explored (alternative schedules of payment will normally only be agreed where exceptional circumstances apply). If payment is not received, the Finance Department will issue a first reminder two weeks after the due date, and a late payment charge may be applied to your account. If the invoice remains unpaid four weeks after the due date, a final reminder will be issued, and debt recovery arrangements may begin, in line with the steps set out in the College's Battels policy.

4.5 Travel Grants and Research Grants

Please note that the travel and research grant scheme is due to be reviewed in 2026/27 and its operation may change. Revised rules and procedures will be made available as soon as possible.

In addition to the allowances described in Section 4.1 above, the College currently administers a Travel Grant and Research Grant scheme to assist with research-related travel (e.g. conference attendance) as well as with reasonable costs associated with fieldwork and experiments related to your course. There are two separate application forms for a travel grant and a research grant, respectively, and they are available on the Nuffield Intranet (https://intranet.nuff.ox.ac.uk/information-for/students/). Travel grants and research grants will be allocated as part of gathered fields each year, taking account of the balance of available funds and in accordance with the following rules:

- The scheme is open to all students enrolled for a graduate degree at Nuffield.
- Students will normally be expected to meet research and travel costs from their College Research Allowance in the first instance; when applying for an individual grant, they will be expected to demonstrate why the relevant costs cannot be met from their Research Allowance, describing future anticipated commitments as appropriate.

- Applicants should not normally expect to receive full funding for their travel and research-related costs through the Travel and Research Grants scheme as the funds available are limited. Students are, therefore, expected to apply for funding from other sources (e.g. from their Department).
- Applications from graduate students on taught courses or graduate students on research courses will be accepted, but in every case grants will only be made in respect of activities which are directly related to the student's research, in connection with their degree.
- Applications must be supported by the student's supervisor.
- Retrospective applications will not be considered.
- The College endeavours to support as many students as possible with the funds available. This means that, whilst students may apply for a grant more than once within an academic year, applications from students who have already received a grant during the year may be deprioritised in a large field.
- For Research Grants (covering fieldwork and experimental costs): Students applying for funding for fieldwork and experiments for research purposes, which is directly related to their course, should ensure they have obtained the relevant ethics approval (and where necessary, travel risk assessment) - evidence for which may be requested before a grant is disbursed.
- For Travel Grants: Students should note that normally the travel grant funding is expected to relate mainly to travel (i.e. transportation costs) and accommodation costs.

The scheme will be administered as follows:

- The annual budget will be divided between gathered fields, and it will normally not be possible to consider applications outside of these gathered fields. The deadlines for the academic year 2026/27 are TBC.
- Links to the application forms can be found on the College Intranet.
- The minimum requested amount will be £100; students requiring assistance with amounts <£100 are encouraged to utilise their Research Allowance.
- The Senior Tutor will have authority to approve grants with a value of less than £500. Grants of more than £500 must be counter-signed by the Bursar or Head of Finance.
- Claimed travel should originate from and return to the UK unless there is a reason (relating to the student's research at Nuffield College) that makes this unreasonable, such as moving directly from attending one conference in one city/ country to another conference that is occurring immediately afterwards. If a direct

return to the UK is impractical for another reason, then a quote for a UK return flight on the same day at roughly the same time of day, if possible, should be submitted with the claim. The cheaper of the two flights would then be reimbursed by the College. In both cases a short explanation as to why a direct UK return was not taken should be provided. Additionally, of course, all flights must be economy class.

Please note that the above is also a requirement for claims made against the student Research Allowance.

- Students may not repurpose grants for expenses other than those outlined in their original application. Should a student be unable to use a grant for the specific travel or research for which it was awarded, then the grant will lapse and a new application must be made if required for different expenses.
- Claims for reimbursement must be submitted within six months of the expense being incurred, using the Student Research Allowance Claim Form and quoting the grant reference code. Grant funds will not be paid out if claims are submitted later than this.

Please note that funds are limited. The College is very keen to give priority to requests to support attendance at a conference when the student is presenting a paper; students who have not previously applied for and received a travel and/or research grant may also be given priority.

The College retains the right to change the procedures for the scheme or withdraw it entirely, at its discretion.

4.6 Overseas Travel Risk Assessment and Travel Insurance

The College is generally supportive of students whose research requires fieldwork and travel. However, certain locations may present genuine personal danger to travellers. All students are obliged to consider the risks involved in undertaking research-related travel and fieldwork in potentially dangerous regions or situations. Proposed travel to any country or region listed on the Foreign, Commonwealth and Development Office Travel Advice service (https://www.gov.uk/foreign-travel-advice) must be cleared with your Department and University Supervisor.

The University operates a Travel Insurance scheme which will provide cover to students travelling on research-related business. Students undertaking fieldwork abroad or travelling abroad for research purposes are entitled to participate in this scheme, but must provide a risk assessment as requested. Students should therefore contact their Department for further information, or consult the relevant pages of the University website. A copy of any risk assessments and confirmation that the proposed travel

has been approved by the University Safety Office should be sent to the Senior Tutor, alongside the application or before travel begins.

Travel insurance can also be purchased from a provider outside of the University; however, this must be a single trip insurance policy covering only the claimant on that specific research undertaking.

4.7 Financial Assistance

Students admitted to courses of study within the University are expected to have secured funding – or to have made arrangements to secure funding – which will support them throughout the entire course of their studies. Students who encounter unforeseen and unforeseeable financial difficulties should consider applying to both the College and the University for Financial Assistance grants. Further information about the University and College Financial Assistance schemes is available on the College Intranet, and you are welcome to contact the Senior Tutor or Academic Office team for an informal discussion. Further details about the University scheme are also available on the University website (https://www.ox.ac.uk/students/fees-funding/assistance). You are encouraged to discuss the details with the Senior Tutor before submitting an application.

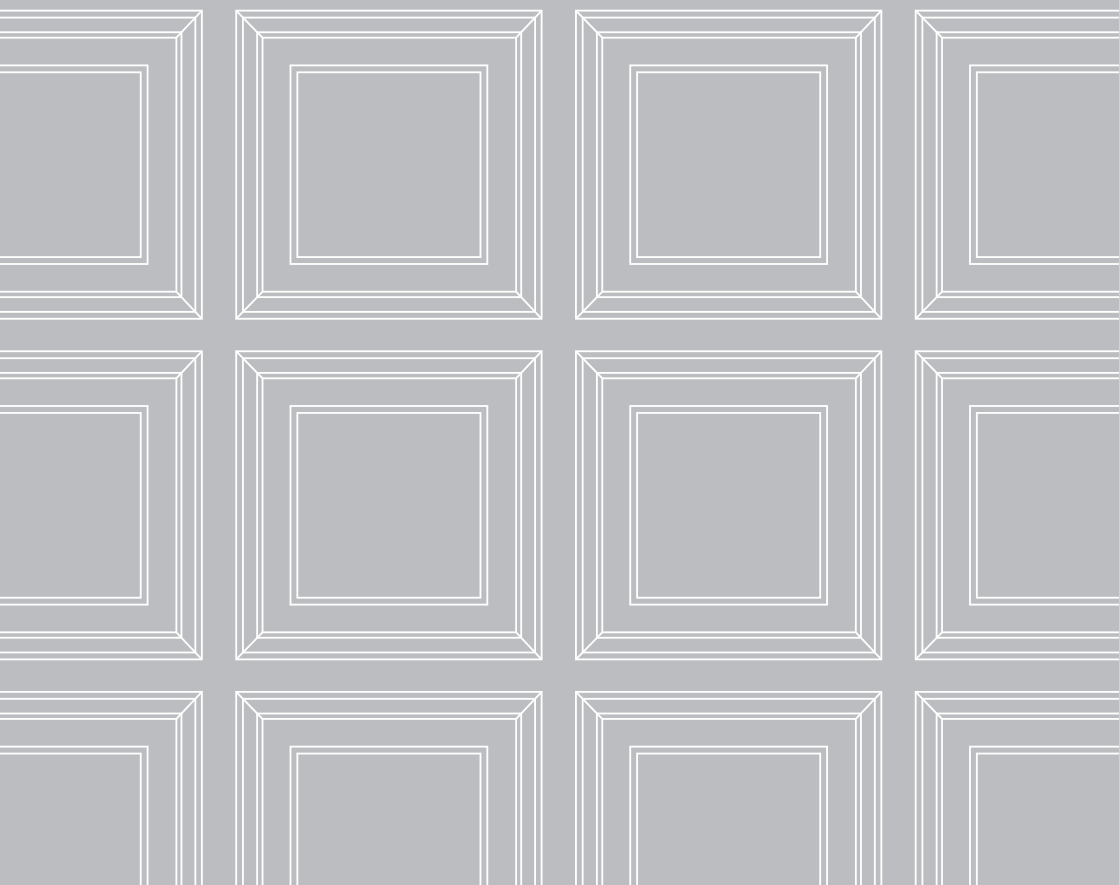
4.8 Sports Fund

The College will consider applications for funds to contribute to the cost of student participation in a sports team representing the University (priority may be given to Blues sports participants). Eligible costs include subscription fees, assistance with the cost of participation in official team training camps, transport to races/competitions within the UK, and race entry fees. The College would not normally provide funding for the purchase of personal sporting equipment or kit. Applications should be made to the Senior Tutor in the first instance and should include confirmation of the applicant's participation in the team and of the relevant costs (usually in the form of a letter/email from the applicant's club captain or equivalent and, where appropriate, relevant receipts or invoices).

For Gym subsidy please see Section 3.18.

4.9 Language Courses

The College will usually reimburse 50% of the cost of a Fast Track modern languages course at the Oxford University Language Centre. Financial support for other courses at the Oxford University Language Centre will be considered on a case-by-case basis. Reimbursement is after completion of the course and on submission of a claim form and receipt. You will also need to obtain written approval from the Senior Tutor for this and provide evidence of this alongside your claim when you submit this to Finance.



5.
HEALTH AND WELFARE

5.1 National Health Service

The National Health Service (NHS) is the national healthcare system in the United Kingdom which is publicly funded.

Students from the UK, Ireland, with indefinite leave to remain, settled or pre-settled status are eligible for free treatment under the NHS.

International students who require a visa become eligible for free treatment under the NHS by paying the immigration health surcharge.

If you are not eligible for free treatment under the NHS (for example if you are a part-time international student without a Student visa), then it is advised that you take out private health insurance.

In order to access NHS healthcare in the UK, you must register with a doctor (also known as a General Practitioner or GP). GPs are the main point of contact for general healthcare, and provide links and referrals to other healthcare services.

GPs are usually based at a local "GP Practice," where a small group of GPs work with a team of health professionals to provide appointments and services. You may also hear a GP Practice referred to as a "GP Surgery" or "Doctor's Surgery."

5.2 The College Doctor

Each Oxford College is linked with a local GP Practice, referred to as their "College Doctor." The Nuffield College Doctor is Beaumont Elms Practice (previously known as 19 Beaumont Street): 01865 240501; https://www.beaumontelmspractice.co.uk.

Like all doctor-patient relationships, those between College Doctors and students are confidential. All students are strongly encouraged to register with the College Doctor

as soon as possible, preferably through the online registration system: https://www.campusdoctor.co.uk/oxford/. Registering in good time will help ensure that you can access healthcare without delay if and when you need it. Although we advise that you register with the College Doctor, you may register with a different local GP Practice if you prefer.

On registering with a doctor you will be given an NHS Number if you do not already have one, and will be asked for the dates of your immunisations. You will also have an opportunity to arrange immunisations if you still need to receive them.

5.3 Dentists

You can search for a dentist accepting NHS patients here: https://www.nhs.uk/service-search/find-a-dentist. Private treatment can be arranged as an alternative, but is expensive. For out of hours emergency care, call the NHS 111 service for advice.

5.4 Medical Supplies, Accidents/Emergencies, and First Aid

Emergency information/telephone numbers

Emergency number for Ambulance, Police or Fire: 999

Accident and Emergency Department, John Radcliffe Hospital: 0300 304 7777

Notifications and guidance in the event of an emergency will be sent via email. The University is in the process of setting up a mass alert system – further information will be provided when received.

It is recommended that new students either purchase on arrival or bring with them some basic medical supplies, including, for example, plasters and paracetamol. Supplies of condoms and sanitary items are available from the laundry in A staircase, as well as in Walton Street and 5 George Street Mews.

All accidents and near misses must be reported directly to the Bursary for recording in the Accident Book, which is kept in the Lodge. Serious accidents should also be notified to the Bursar.

There are a number of first-aiders in College:

Julien Baldinot, Ireneusz Grygiel, Tony Harling, Sam Jones, Des Paphitis, David Rhodes, Sydney Richardson (Lodge, 01865 278500)

Zsofia Arato, Ryan James, Marta Kwiatowska (Buttery, 01865 278531)

Natalia Madzio, Dale Morgan (Conference and Events, 01865 278527)

Armand Dubert, Robert Madzio (Kitchen, 01865 278531)

Karen Richardson (IT, 01865 278574)

Damian Backer-Holst, Philipe Campos (Maintenance, 01865 78534)

Sarah Milne Das (Academic Office, 01865 278638)

College first-aid kits are located in the Lodge, the Workshop & Office, the College and student kitchens, the Buttery Office, Staircase A (opposite the Bar), the SCR Pantry, the Library, 50 Walton Street Kitchen, 3 George Street Mews (2nd Floor Kitchen), 5 George Street Mews (1st and 2nd Floor Kitchens), the Housekeeper's Office and the IT Department. There is a defibrillator in the Lodge and one in Staircase A (opposite the Bar).

In the event of a serious accident, if the patient can be moved, they should be sent by ambulance or private car to the Accident and Emergency Department at the John Radcliffe Hospital.

Further information about health issues and helplines can be found on the following University webpages: https://www.ox.ac.uk/students/welfare/health/emergencies and https://www.ox.ac.uk/students/welfare/emergency-and-out-of-hours-contacts.

5.5 Disability

The College and University are committed to making all reasonable adjustments to enable students with disabilities to participate fully in student life. The collegiate University operates a Common Framework for Supporting Disabled Students, which can be viewed on the University website.

We recommend that all students with disabilities and/or long-term medical conditions register with the University Disability Advisory Service (DAS) as soon as possible. DAS is made up of a team of specialist advisors who provide information and advice on disability issues, and facilitate access to study for all students. Names and contact details for the designated DAS disability advisors for Nuffield College can be found on the DAS webpage: https://www.ox.ac.uk/students/welfare/disability/contact.

DAS may identify that you require specific support and/or adjustments from your Department and/or the College.

The Disability Coordinator in your Department will usually facilitate arrangements related to teaching and your course, and accessibility within Department space.

The College facilitates any arrangements related to domestic matters, such as College accommodation (if applicable) and accessibility. We also support student applications for exam adjustments, on the basis of DAS recommendations.

At the College, your key contacts are:

- The Senior Tutor acts as the College Disability Lead
- The EDI and Welfare Officer acts as the College Disability Coordinator
- The Academic and Student Administration Officer also assists with some disability matters, especially related to exam adjustments

5.6 Counselling and Welfare Support

A wide range of support for your welfare and wellbeing is available through Nuffield College and the University of Oxford, in accordance with the collegiate University's Common Approach to Support Student Mental Health, alongside other local services and resources. Detailed information about both general support and specific services can be found in the relevant section of the Nuffield Intranet: https://intranet.nuff.ox.ac.uk/information-for/students/health-welfare-and-wellbeing/. Any information you disclose to College or University Welfare teams will be treated in line with the University's Guidance on Confidentiality in Student Welfare (https://assets-oxweb.admin.ox.ac.uk/2026-08/Guidance%20on%20Confidentiality%20in%20Student%20Welfare%20v3%20MT24_030826.pdf).

Your key welfare contacts at Nuffield are the Senior Tutor (Eleni Kechagia-Ovseiko) and the EDI and Welfare Officer (Sarah Milne Das). You are very welcome to discuss any issues you may be experiencing with either Eleni or Sarah; they can provide a listening ear and signpost you to other more specialised support and resources as required.

As well as managing the College's academic operation, the Senior Tutor is the College Welfare Lead for students. She is very happy to meet with any students experiencing difficulties, to listen, help them access appropriate support and advise on any policies and procedures that may apply.

The EDI and Welfare Officer is available to meet confidentially with any member of College who is experiencing difficulties and may need support (or just a chat!). Her role is entirely separate from your academic life, but she can signpost you towards academic support and resources if required. You can book a meeting with Sarah via her profile page on the College website: https://www.nuffield.ox.ac.uk/people/profiles/sarah-milne-das/.

The College also has an EDI (Equality, Diversity and Inclusion) and Welfare Fellow, a member of the Governing Body who sits on relevant Committee and provides leadership in these areas. The current EDI and Welfare Fellow is Professor Lucie Cluver.

There is a College counsellor, Mischka Byworth, who provides counselling services (in-person and online) to Nuffield College students and staff. Mischka is part of the University Counselling service and is on-site at Nuffield on Tuesdays. She can be contacted on counsellor@nuffield.ox.ac.uk.

All students also have access to the University Counselling Service, which offers a wide range of provision including one-to-one counselling; one-off workshops on particular topics; and specialist group sessions for students with shared identities and/or challenges.

The College subscribes to a BUPA Employee Assistance Programme which is also available to students. Short-term counselling is available via the scheme, as is a range of advice and support such as online CBT; nurses and general health advice; legal and financial specialists; childcare and eldercare support. Information on how to access the scheme is available on the College Intranet.

5.7 Harassment and Bullying

Nuffield is committed to protecting all members of the College from any form of harassment which might inhibit them from pursuing their work or studies or making proper use of College facilities. The College takes allegations of harassment seriously and will take appropriate steps to resolve issues.

If you believe that you or someone else is the victim of harassment, bullying or discrimination, you can contact the Senior Tutor or EDI and Welfare Officer for an initial discussion. This can be either be an informal chat about your concerns, or the start of a formal complaint process, depending on your circumstances and preferences.

You may wish to make contact with a Harassment Advisor for an informal and confidential discussion. Several members of College (listed on the College Intranet) have undergone Harassment Advisor training. Harassment Advisors are independent of formal procedures, but they can listen to you, discuss your options and support available, and help you decide on a way forward that is right for you.

The College will deal with complaints of harassment, bullying and discrimination in accordance with its Harassment Policy and Procedure (see Section 9). If the incident(s) took place elsewhere within the University (such as at your Department or within a

University club or team), the University Harassment Policy and Procedures will usually apply. You are still welcome to speak with the Senior Tutor, EDI and Welfare Officer and/or a Nuffield Harassment Advisor, to discuss your options and the support available.

For further information about preventing and responding to harassment and sexual misconduct at Oxford, please see the University's Single Comprehensive Source of Information here: https://www.ox.ac.uk/about/organisation/harassment-and-sexual-misconduct. Please note that all students are required to complete the University's online Harassment and Sexual Misconduct Training and we recommend that you do so as soon as possible upon your enrolment.

If you have experienced sexual harassment or violence or stalking, you can consult the procedures and resources listed above; there is also additional specialist support available to you. The Oxford University Sexual Harassment and Violence Support Service (https://www.ox.ac.uk/students/welfare/supportservice) is an all-in-one provision for any students regardless of age or gender who have been affected by sexual harassment or violence or stalking, whether recent or not. They provide free support and advice, along with a safe and confidential place to be heard independent of your College and Department. The service can be contacted by emailing supportservice@admin.ox.ac.uk.

Information about local services external to the University can be found on the College Intranet: https://intranet.nuff.ox.ac.uk/information-for/students/health-welfare-and-wellbeing/harassment-bullying-and-discrimination/.

5.8 Student Parental Leave

The College is committed to supporting pregnant students and students on maternity, paternity, parental or adoption leave, and to ensuring that they are not disadvantaged as a result of their circumstances. A student on parental leave remains a member of College and retains their terms and conditions of membership relating to office space, library access and the domestic arrangements of the College (including meals). Any student who becomes pregnant, or whose partner becomes pregnant, may apply to the College through the Senior Tutor for adjustments to be made to the Student Support Package to take account of their circumstances in flexible ways.

Nuffield College will, as a general rule, align its studentship arrangements with those agreed with the student's University Department and external funding bodies.
For further information about the College's parental leave scheme, see Section 9.
Information about the University's provision for student parents can be found on the University website.

5.9 Fitness to Study Guidelines

Nuffield College is committed to providing a supportive and inclusive environment within which all students can realise their academic potential and successfully complete their courses of study. The College's policies and procedures in respect to Fitness to Study matters are set out in the Fitness to Study Guidelines (see Section 9). These should be read in conjunction with the College's Guidelines on Confidentiality in Student Health and Welfare (see Section 9).

5.10 Confidentiality in Student Health and Welfare

Nuffield College has adopted the University's Guidelines on Confidentiality in Student Health and Welfare. The College aims to foster a culture within which students and other members of College feel able to raise personal and private matters as a means of seeking support or advice, and can be reassured that their discussions will be treated with the appropriate levels of confidentiality.

5.11 College Policy Concerning Relationships Between Students and Staff

Nuffield College encourages all students and staff to familiarise themselves with its Policy Concerning Relationships Between Students and Staff, which is in alignment with the University of Oxford's Policy. The Policy is linked in Section 9.

5.12 Smoking Policy

The College is concerned to ensure that every member of College is able to live and work in a smoke-free environment. Smoking in any form, including vaping, is not permitted in any room in College. Smoking is not permitted in any outdoor area of College other than the designated smoking area by the main rear gate to George Street Mews. The discarding of cigarette butts other than in the bins provided is regarded as unacceptable.

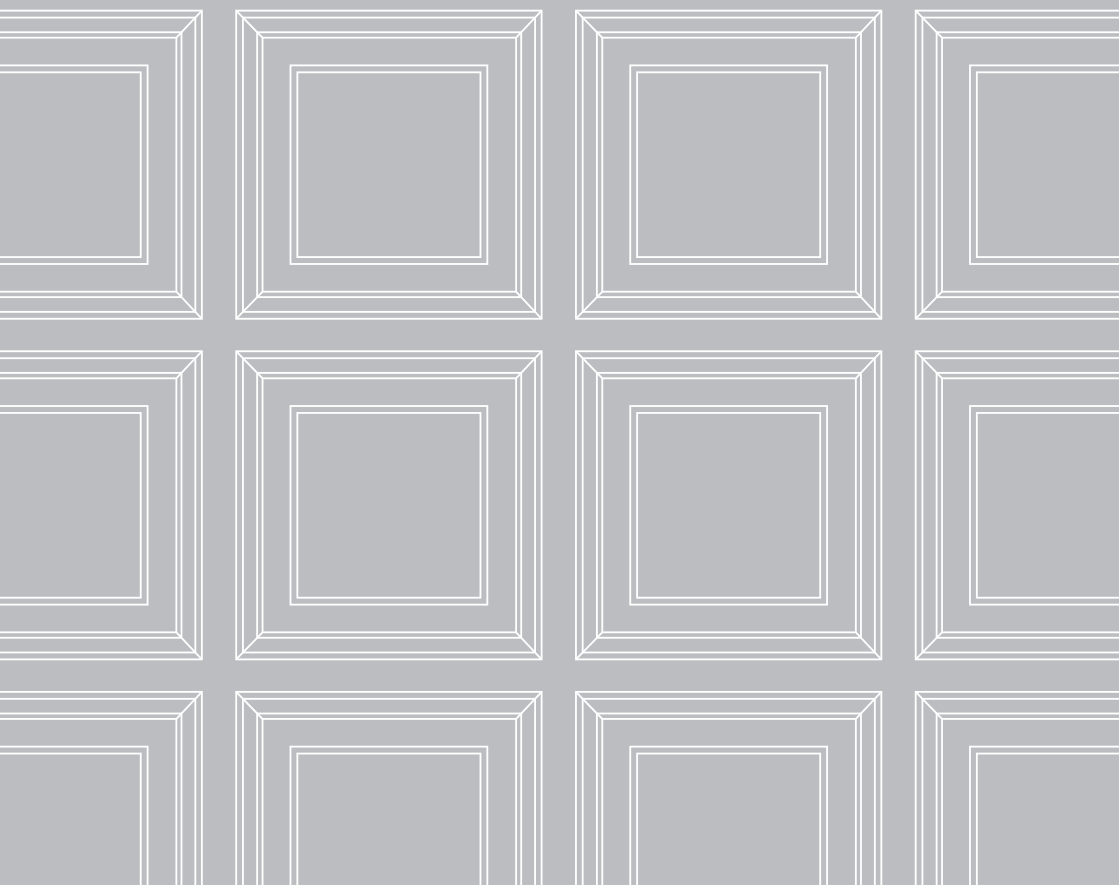
The Dean is responsible for administering and monitoring the policy. Implementation of the policy will, as far as possible, use informal processes, but members of College should be aware that grievance or disciplinary procedures will be used if necessary.

5.13 Drug Use

If you are experiencing problems with drug use, you are advised to seek help from one or more of the following sources:

- Your GP.
- Turning Point Oxfordshire (https://www.turning-point.co.uk/services/oxfordshire).
- The University Counselling Service.
- Nightline (01865 270270).
- The Samaritans (116 123).

The College will not tolerate unlawful drugs-related behaviour on any of its premises.



6.
EQUALITY, DIVERSITY, AND INCLUSION (EDI)

6.1 EDI at the College

Nuffield College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.

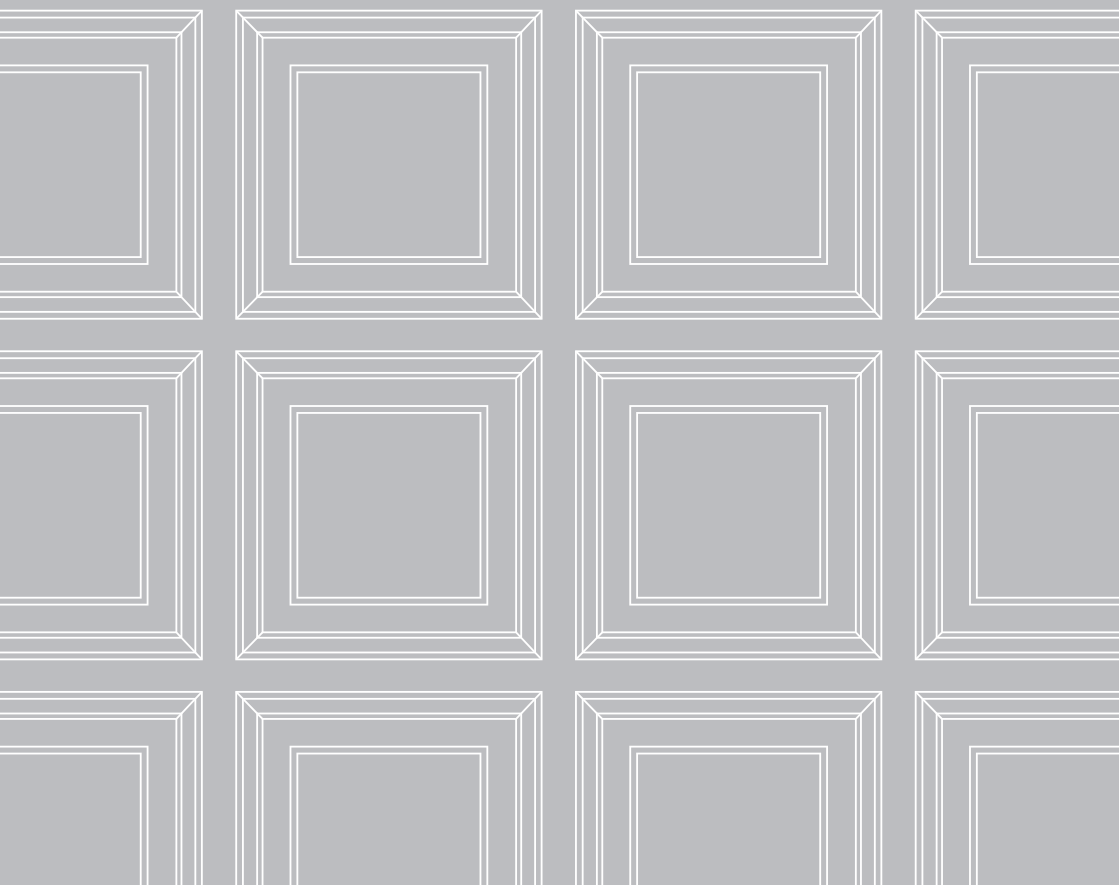
The College seeks to provide education of excellent quality at postgraduate level for high-achieving students, whatever their background and equality characteristics. In pursuit of this aim, the College is committed to ensuring that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential.

The College is committed to its particular responsibilities as part of the Public Sector Equality Duty: https://www.gov.uk/government/publications/public-sector-equality-duty. In this context, it has developed a set of Equality Objectives underpinned by a detailed action plan for progress in EDI. These objectives, along with information about our activities to promote EDI; annual Equality reports; and relevant policies and procedure, can be found in the EDI section of the College website.

6.2 Key contacts

The College's EDI and Welfare Officer, Sarah Milne Das, has particular responsibilities for EDI-related activities in College, and is happy to meet with College members to discuss EDI matters. Meetings with Sarah can be booked via her profile page on the College website.

The Senior Tutor takes a keen interest in EDI; leads on relevant policies and procedures; and aims to ensure due regard to EDI in the College's academic operation. The College's Equality, Diversity, Inclusion and Welfare Fellow (Lucie Cluver), also takes a lead in the College for promoting equality and diversity.



7.
LIBRARY AND IT MATTERS

7.1 Nuffield College Library

The College Library is situated in the Tower, with the main entrance via the Octagon (New Road exit). The Library is normally staffed from 9.30am to 12.30pm and 1.30pm to 5.30pm on weekdays (except during the Christmas and Easter staff holidays); we also offer an enquiry service via phone, email, and Microsoft Teams.

Members of Nuffield may access the Library 24/7 using their College key fob, and may borrow and return books using the self-issue PC in the Lobby. To find books, and access the University's extensive collection of e-resources (including e-books and e-journals), search the University's shared online library catalogue, SOLO (https://solo.bodleian.ox.ac.uk).

New students will automatically be registered with the Library, and will be provided with further information about borrowing facilities and research support services, as well as a library tour, at the start of Michaelmas Term. As members of the University you also have access to all the Bodleian Libraries, though not the libraries of other colleges; look out for induction sessions via your Department and find out more at http://www.bodleian.ox.ac.uk.

The Library can be found on Facebook, Bluesky, and Instagram, sharing information about new resources, library services, academic news, and promoting the academic output of Nuffield members:

Facebook **https://www.facebook.com/NuffieldCollegeLibrary**
Bluesky **@nuffieldlibrary.bsky.social**
Instagram **https://www.instagram.com/nuffieldlibrary**

Please do keep us up to date with your research, and let us know if you have a publication or event you'd like us to promote either on social media or in our weekly Research Digest email which is circulated to all students and Fellows. For further information, please visit the Library section of the College website, or send us an email.

7.2 Information Technology (IT)

The College's Information Technology (IT) Department provides a range of computing facilities for all members of Nuffield. The facilities are based around a Local Area Network, which is connected via the University network to the Internet. Wireless networks are also provided (Nuffield-NET and Eduroam).

The IT Department provides a range of services. These include Remote Desktop Services (Compute and Application servers), central file store, VPN, network printing and Web page hosting. All students have an account on the network, through which they can access these services.

Email and other Microsoft Office 365 applications are provided for students via the University's central 'Nexus' system.

Students' own computers can be connected to the College network, provided they meet the IT Department's security criteria. More information can be found on the relevant sections of the Nuffield IT Department web pages.

The College's academic software is predominantly provided via a Windows Remote Desktop service. Applications are run on a server but appear as though they are running on a local PC. The software available includes a wide range of social science applications, as well as more generic software such as Microsoft Office. For further information about the software available, please visit the IT Department's web pages. Students may use the Remote Desktop Services from their own computer.

New students are expected to provide their own computer. Details on how to connect to all Nuffield computing facilities, and other IT matters, can be found in the IT Department's welcome letter, provided shortly after you arrive in College. The College often has several notebook computers that can be borrowed temporarily for use while away from Nuffield, or in the event of the failure of a member's personal device. These vary in specification and are limited in number. However, please liaise with the Academic Office and IT Department if you have circumstances where purchasing your own computer proves to be difficult. A longer term loan could be arranged. Any student who requires access to additional IT equipment (especially if it is particularly high-specification and high-value) is strongly encouraged to contact the IT Department before making any purchases.

The College's networked printers can be found in various locations: see the aforementioned IT Department web pages for information. These printers can be used by any computer connected to the Nuffield Network. Printing is logged and there is a rate of 1p per page for black and white and 5p per page for colour printed copies.

Students may set up their own personal networks via the Wifi key that is issued when registering for the Wifi Service in College (Nuffield-NET). This means that personal devices in your private network will be able to 'see' each other, but that other people in College will not be able to access those devices.

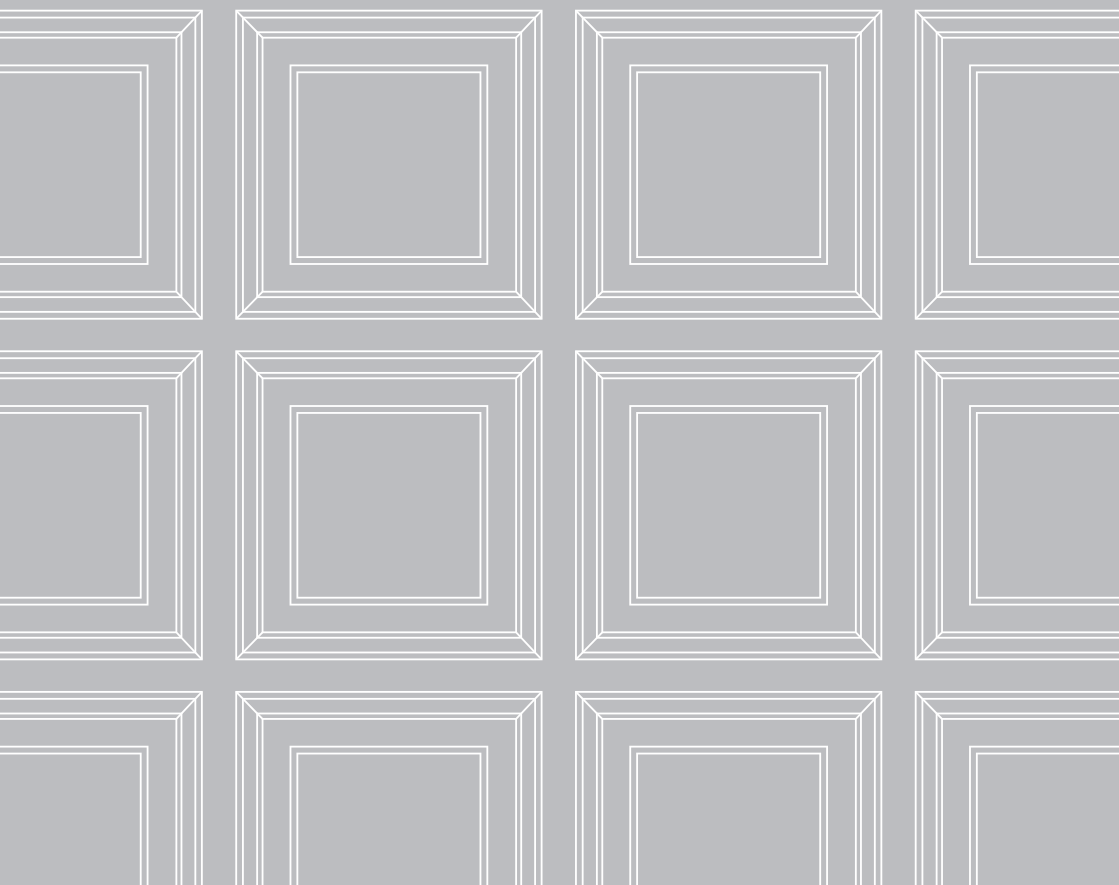
Please see Section 4.1 (Research Allowance) regarding the purchase and use of AI tools.

All users of College computing facilities, including network connections, are bound by the University rules on computer use and security.[3]

All students must read and familiarise themselves with the College's Policy on Information Security and Nuffield's Information and Network Security Rules, which are available from the Information Security section of the College website.[4]

The IT Department is usually very happy to receive 'drop-in' questions at any time.

3. https://unioxfordnexus.sharepoint.com/sites/DIGITAL-HUB/SitePages/Rules-and-regulations.aspx
4. https://www.nuffield.ox.ac.uk/go/it-rules



8.
COMMUNICATIONS AND PUBLICITY

College communications and publicity are managed by the Communications Manager, who is responsible for managing and providing advice about Nuffield's communications, marketing and public engagement activities. This is partly in support of one of the College's founding aims, to enhance co-operation between academic and non-academic persons in the study of social problems. It also helps ensure that the College's activities and achievements are disseminated in a professional manner.

If you have any questions or suggestions about the College's communications activities, please email comms@nuffield.ox.ac.uk.

8.1 Website, College Intranet, and Social Media

The College maintains an active website and various social media channels in support of its promotional and communications activities. The content we post or share is usually about research achievements, student life, alumni news, publications and events.

We also have an internal Intranet site, which can be accessed using your College login. Here, you can find information about meals, finance, IT, College events and other College announcements.

The URLs for these are:

- Website **www.nuffield.ox.ac.uk**
- College Intranet **intranet.nuff.ox.ac.uk**

You are encouraged to bookmark these pages, refer to them regularly, and provide any feedback or content updates - including academic and non-academic achievements - to the Communications Manager at comms@nuffield.ox.ac.uk.

8.2 Photography and Film

Nuffield College is a small and friendly place, and we strive to provide an atmosphere of inclusiveness and equality among students, staff and Fellows. Part of this can be seen through our website, which provides photographs of all members of the College, as well as images to show various aspects of College life such as seminars, casual moments and events.

Every new member of the College will be invited to attend a photography session so that we can get a professional quality image of you for your profile page on the College website. In the meantime, if you have a suitable photograph that we can use as a placeholder, please do send it to comms@nuffield.ox.ac.uk. We also strongly encourage all students to update this profile page with a short biography about their research interests, achievements and ambitions. You will be sent instructions about how to do this early in Michaelmas Term.

We may also film or take photos at different events over the course of the year to contribute to the College record, some of which we may select to publish on our website or social media channels.

You may be asked to sign a film and photography consent form to allow us to use these videos or images for Nuffield College communications, knowledge exchange and promotional purposes. You have the right to request images to be removed from the website at any time, even if you have previously given consent. If you plan to film in College, please contact the Communications Manager (comms@nuffield.ox.ac.uk) and the Conference and Events team (conference@nuffield.ox.ac.uk) with at least four weeks notice. For more information, see Section 3.14.

8.3 Media and Publicity

We love to share the insights and achievements of our students, and welcome your engagement with the wider public, whether through writing articles, comments to the press, social media announcements or other publicity initiatives.

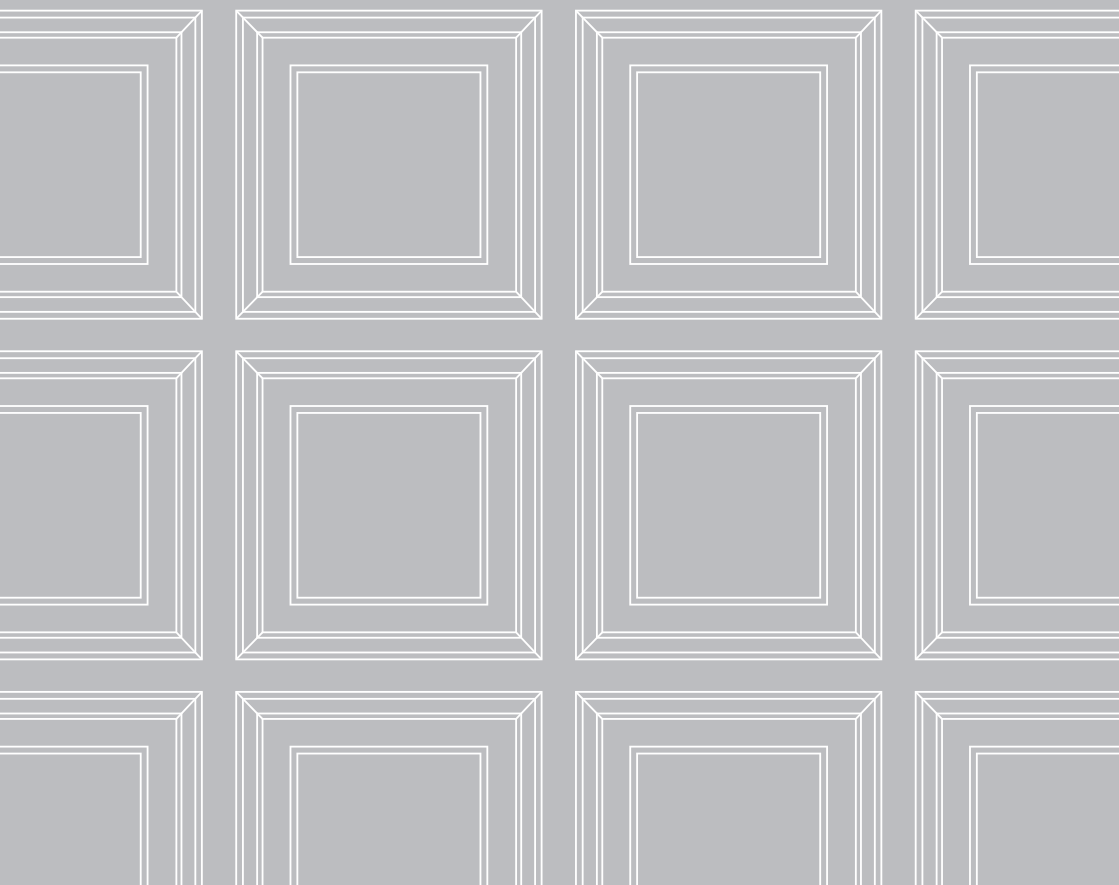
Please keep us informed of your activities and achievements, so that we can promote them when appropriate. You are welcome to come to us at comms@nuffield.ox.ac.uk for advice if you have any questions about how to engage with the media.

We kindly ask you to remember to maintain high standards of professional conduct, and be aware of the reputation you have a responsibility to uphold, especially in any references to Nuffield College or academic activity.

8.4 Templates and Branding

The College maintains a strong brand identity, including its logo, crest, colours and typefaces. We have made available some templates (including Word documents and email signatures) and guidance on the Communications and Branding Intranet page.

Any questions relating to the College's logo or branding should be directed to the Communications Manager at comms@nuffield.ox.ac.uk.



9.
COLLEGE POLICIES AND PROCEDURES

The main College Policies and Procedures that form part of the student contract with the College are listed below and are accessible on the College website or Intranet. Students are strongly encouraged to familiarise themselves with these policies and procedures.

Please note that these policies and procedures are regularly reviewed and, where necessary, updated. The most recent version of each policy and procedure is the one applicable at a given time. Please consult the College website/Intranet or contact the Senior Tutor if you are unsure about or would like further information about one of the policies and procedures below.

- **Nuffield College Policy and Procedure on Harassment (currently under review)**
  https://www.nuffield.ox.ac.uk/media/1453/harassment-policy-and-procedures-updated-june-2020.pdf

- **Student Disciplinary Code and Procedure**
  https://www.nuffield.ox.ac.uk/media/4176/student-disciplinary-procedure.pdf

- **Complaints Procedure for Students and Staff**
  https://www.nuffield.ox.ac.uk/media/5jxignj2/complaints-procedure-for-students-and-staff.pdf

- **College Battels Policy**
  https://www.nuffield.ox.ac.uk/media/rw5bak50/college-battels-policy.pdf

- **Fitness to Study**
  https://www.nuffield.ox.ac.uk/media/wgtphdht/fitness-to-study-guidelines.pdf

- **Guidelines on Confidentiality in Student Health and Welfare**
  https://www.nuffield.ox.ac.uk/media/nzrf203p/guidance-on-confidentiality-in-student-welfare-v3-mt24.pdf

- **Policy Concerning Relationships Between Students and Staff**
  https://www.nuffield.ox.ac.uk/media/ffjpwben/nuffield-staff-student-relationship-policy-dec24.pdf

- **Student Parental Leave Policy**
  https://www.nuffield.ox.ac.uk/media/mhzmogh5/student-maternity-and-paternity-leave-scheme.pdf

- **Social Media Policy**
  https://www.nuffield.ox.ac.uk/media/m3ckns3p/nuffield-social-media-policy-may2023.pdf

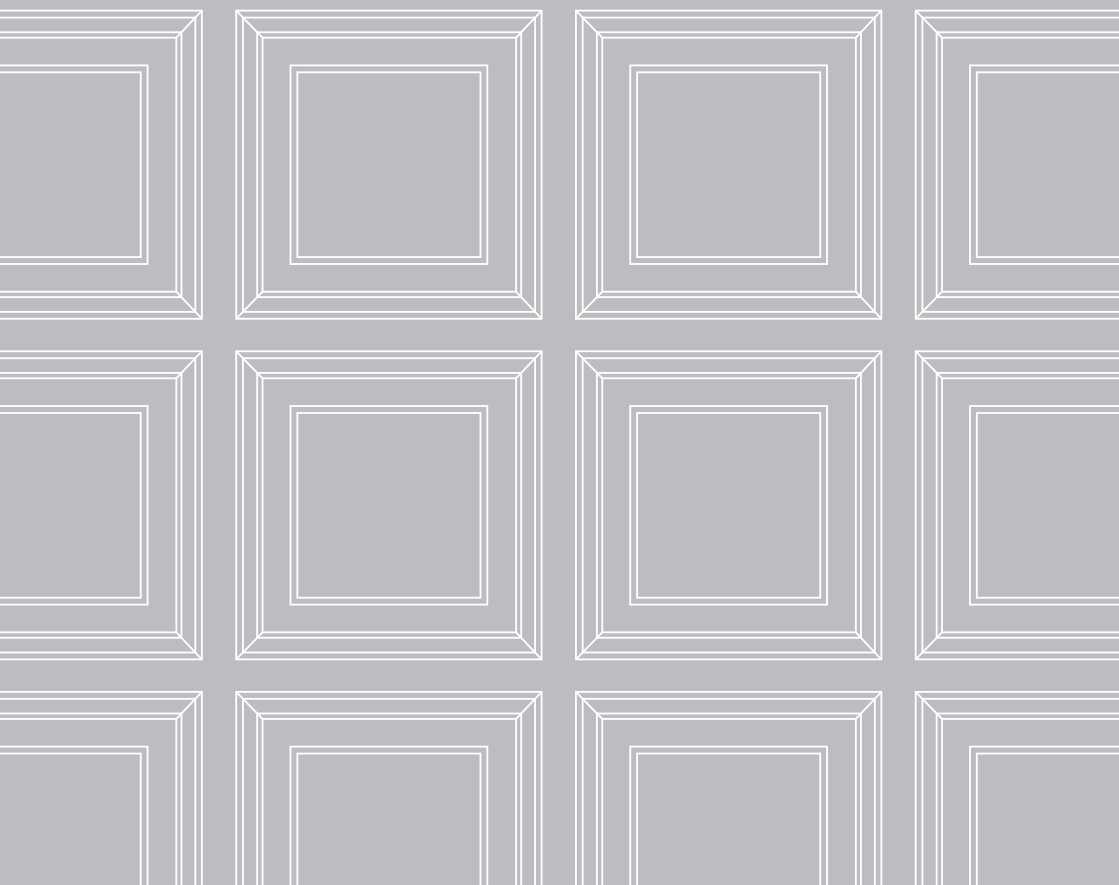
- **Code of Practice on Freedom of Speech**
  https://www.nuffield.ox.ac.uk/media/550j5w2m/nuffield_cop_freedomofspeech_jul25.pdf

- **Practical Guidance of Free Speech and Inclusion in College Events**
  https://www.nuffield.ox.ac.uk/media/t0xhpisr/practical-guidance-on-free-speech-in-college-events_gb_approved_nov2024.pdf

- **CCTV Policy**
  https://www.nuffield.ox.ac.uk/media/5041/nuffield-college-cctv-policy_20220106.pdf

- **Principles underpinning Nuffield's approach to external events, crises and debates**
  https://www.nuffield.ox.ac.uk/media/2saeiqdh/principles-underpinning-nuffields-approach-to-external-affairs-sep2024.pdf

- **Safeguarding Policy**
  https://www.nuffield.ox.ac.uk/media/qkkflm34/nuffield-college-safeguarding-policy-06-25.pdf



APPENDIX A

WHO'S WHO, 2026/27

Warden: Julia Black

Bursar: Tom Moore

Senior Tutor: Eleni Kechagia-Ovseiko

College Officers:

Equality, Diversity, Inclusion and Welfare Fellow	Lucie Cluver
Dean	Meg Meyer
Dean of Degrees	Ridhi Kashyap
Deputy Dean of Degrees	Ezequiel González Ocantos
Economics Group Chair	Steve Bond
Politics Group Chair	Jane Green
Sociology Group Chair	Erzsébet Bukodi
Information Systems Fellow	Ben Ansell
Keeper of the Gardens	Paul Klemperer
Chair of the SCR	Ezequiel González Ocantos

Academic Office:

College Registrar	Justine Crump
EDI and Welfare Officer	Sarah Milne Das
Administrative Officer	Maxine Collett
Academic and Student Administration Officer	Brianna Wilkins
Research Operations Manager	Emily Stone
Administrative and Research Assistant for the Global Governance and Human Security Project	Megan Barber

Bursary:

PA to the Warden and Bursar and Accommodation Manager	Claire Bunce
Communications Manager	Catherine Farfan
Communications Manager (Interim)	Rufina Kaloyanova

Catering and Events:

Director of Catering and Events	Olivier Goddet
Events Manager	Natalia Madzio
Events Coordinator	Dale Morgan
Front of House Manager	Zsofia Arato
Front of House Assistant Manager	Amie Phillips
Front of House Supervisors	Ryan James
	Marta Kwiatkowska
	Aneta Swiderska
Senior Front of House Assistant	Cristina Dinu
Front of House Assistants	Bethann Beynon
	Dragica Bibic
	Richie Bonney
	Maximilian Claxton
Head Chef	Robert Murden
Senior Sous Chef	Robert Madzio
Sous Chef	Stefan Blaszczyk
Junior Sous Chef	Brian Clare
Pastry Chef	Armand Dubert
Senior Chef de Partie	Chris Green
Chefs de Partie	Gretel Muller Nava
	Anita Zarnowska
Commis Chefs	Owen Brown
	Richard Ferguson
Chef Assistants	Raimundo Guterres
	Almerino Pinto
Kitchen Porter Team Leader	Sean Macey
Catering Assistant	Ben Roiser
Kitchen Porters	Ermelindo Barreto Henriques
	Alex Fernandes
	Lucino Sequira

Counsellor:

College Counsellor	Mishka Byworth

Development Office:

Director of Development	Caroline Kukura
Alumni Relations Executive	Kim Svenson
Development Coordinator	Nicola Gray

Endowment Office:

Head of Endowment Office	Tabitha Eccles

Finance:

Head of Finance	Yani Moyse
Senior Accountants	Simon Baker
	Sarah Orme
Payroll Officer	Sue Gardiner
Finance Assistants	Marina Makarova
	Peter Marshall
	Rachel Shama

Human Resources:

HR Manager	Gill Smit
HR Officer	Sandra Lopez

Information Systems:

Director of Information Technology	Mark Norman
IT Infrastructure Analyst	Matthew Lake
IT Officer	Karen Richardson
IT Support Officer	Salman Pasha

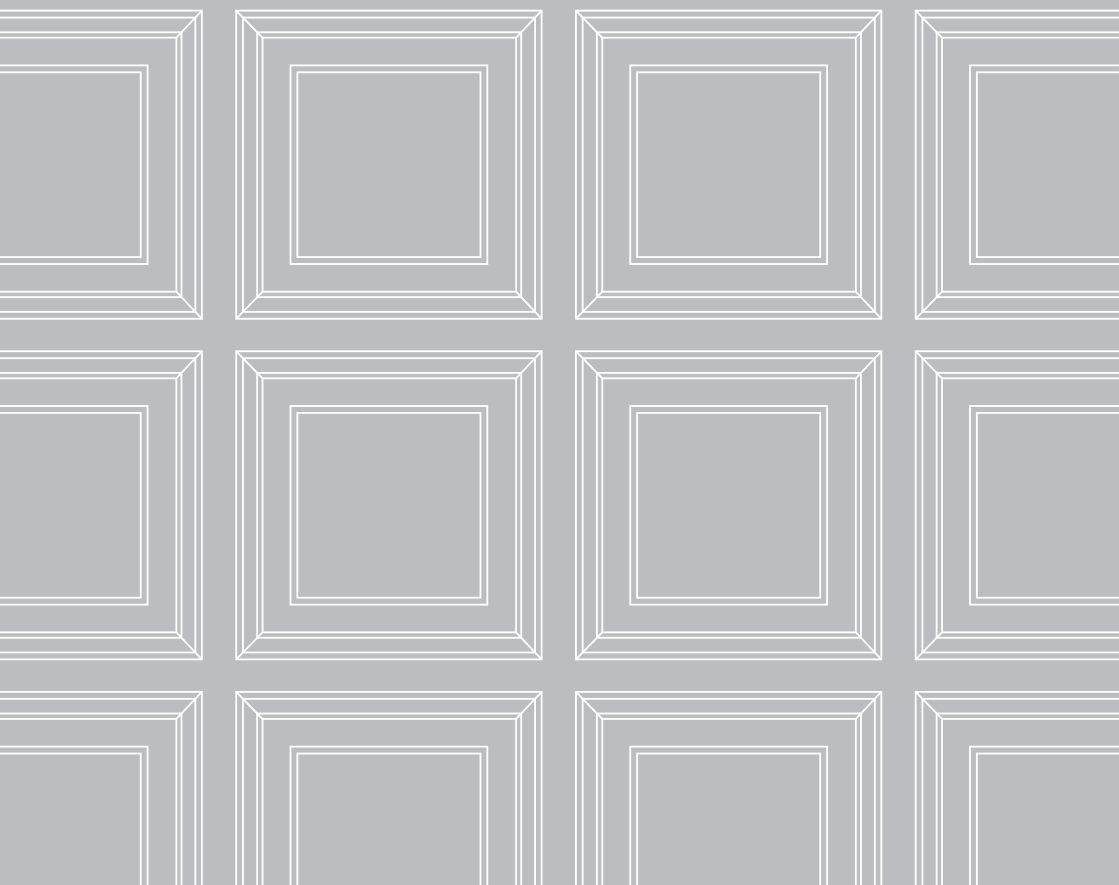
Library:

Director of Library Services	Jane Rawson-Jones
Deputy Librarian / Collections Librarian	Tessa Tubb
Reader Services Librarian	Ed Smithson
Archivist	Emma Quinlan
Senior Library Assistant	Rosemary Newman
Archives Assistant	Barbara Santos

Maintenance, Housekeeping, and Lodge:

Director of Estates	Olivia Crellin
Maintenance Manager	Tom Eadie
Works & Maintenance Technician	Damian Backer
Works & Maintenance Operative	Philipe Campos
Housekeeper	Gill Gardener
Domestic Supervisor	Sarah Brough

Lodge Manager	Samantha Jones
Deputy Lodge Manager	Irek Grygiel
Lodge Receptionist/Porters	Tony Harling (Resident Lodge Porter)
	Julien Baldinot
	Des Paphitis
	David Rhodes
	Sydney Richardson
	Katie Allen (Casual)
	Kaeden Brough (Casual)
	Gopal Sigdel (Casual)



APPENDIX B

NUFFIELD COLLEGE SUPERVISION GUIDELINES

Introduction

Every graduate student at Oxford has a College Adviser who is normally a senior academic member of the student's College and who is expected to act as a focal point for an individual student's relationship with the College, and to provide general academic or pastoral advice and assistance throughout the student's course of study.[5]

The exclusive social sciences focus of Nuffield College makes it possible for there to be a concentration of subject expertise within its Fellowship that covers broadly the interests and research topics of its students. It is, therefore, one of the unique characteristics of Nuffield that, instead of College Advisers, it appoints College supervisors who perform the duties of College Advisers described above, but who also have traditionally been expected to have a more substantive academic connection with their supervisees than that envisaged by the Conference of Colleges' college adviser scheme.

Every Nuffield College student is thus assigned a College supervisor who is normally a permanent academic Fellow of the College (Governing Body Fellow) working in a field of research that, at least broadly, matches the student's area of work. The College supervisor may be from the same University Department or Faculty as the student, but should not be the same person as the student's University supervisor.

What is the role of the Nuffield College Supervisor?

The role of the Nuffield College supervisor is additional and auxiliary to that provided in the student's Department or Faculty. The College supervisor is not expected to perform the role of the University supervisor(s) assigned by the student's Department or Faculty, nor to be responsible for the overall direction of the student's academic work. Rather the College supervisor is expected to act as a secondary source of academic advice and a point of reference for pastoral and academic-related support.

5. See Annex 1 for the template role description of College Advisers provided by the Conference of Colleges and endorsed by all Colleges.

Within this context, the key responsibilities of the Nuffield College supervisor are:

- To provide general help, support and advice to students on matters relating to their academic work and life in College and Oxford more broadly.
- To ensure that initial contact with their students is made as early as is practicable during their students' first term in College.
- To keep in contact with their students at regular intervals throughout the year, and to meet formally (rather than socially) at least once a term (whether in person or through online media/phone) to discuss and advise on the students' academic work, their plans and progress, and any issues affecting their academic life in College and Oxford (for example, funding issues, difficulties with the course or the University supervision, or other problems that may be affecting student progress and wellbeing).
- To consider the student's Nuffield termly report (and where appropriate the student's University GSR report) and to provide their own termly report on the student's academic progress. The termly student and College supervisor reports should normally be discussed with the student and should be focused around academic-related matters and possible academic support needs. Academic or academic-related issues arising from student reports may be brought by the College supervisors to the attention of the relevant subject Group of College Fellows for advice. Students may request access to their College supervisors' reports.
- To consult with the Senior Tutor if there are concerns about their students' academic progress or their general wellbeing and to signpost the students to other sources of support available within the College and the University more broadly.
- To maintain contact with their students until such time as they complete their studies (including during periods when the students might be away from Oxford e.g. on fieldwork trips).

Nuffield College supervisors are assigned following recommendations from the subject Groups admissions panels in consultation with the Group Chairs and Senior Tutor. The academic interests and courses of students are normally taken into account when College supervisors are assigned. Alternative College supervision arrangements can be made when a supervisor is on leave or where other circumstances arise that make a change necessary. In such cases, College supervisors and students should consult with the Senior Tutor in the first instance.

What is the role of students in Nuffield College Supervision?

The College supervisors are meant to be an extra source of academic and academic-related advice and pastoral support for Nuffield students, in addition to that provided by the students' Departments/Faculties. Within this context Nuffield students can be expected:

- To proactively make contact with their College supervisors when they would like to seek their advice/support.
- To respond to meeting invitations from College supervisors and to arrange to meet at mutually convenient times (ideally at least once a term).
- To keep their College supervisors informed of their academic work and progress.
- To provide a Nuffield Student Termly report to be considered and discussed with their College supervisors.
- To maintain contact with their College supervisors until such time as they complete their studies, including during periods when they might be away from Oxford (e.g. on fieldwork trips).

Students should always feel free to consult and seek advice from the Senior Tutor, especially if they have concerns relating to general wellbeing matters, or wish to discuss their College or University supervision arrangements.

Examples of best practice in Nuffield College Supervision

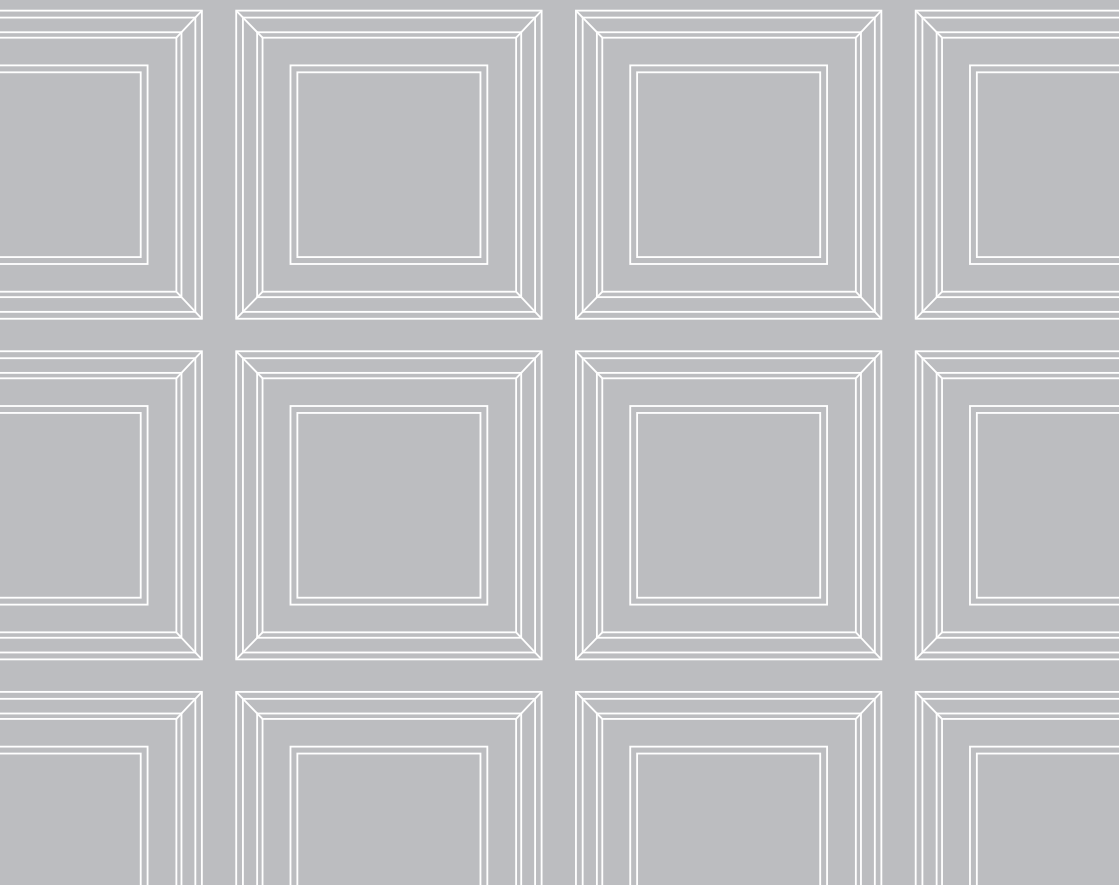
The relationship between Nuffield students and College supervisors is flexible and adaptable to individual needs, circumstances, temperaments and patterns of working. Below are some examples of best practice for students and College supervisors to consider, depending on the individual case:

- College supervisors and students are encouraged to discuss a way of working together and to set clear expectations (e.g. frequency and type of meetings, ways of communicating) at the beginning of the supervisory relationship.
- In the case of research students, and depending on circumstances (e.g. good research interests fit) and mutual agreement, College supervisors may undertake to read some of their students' written work at appropriate points during the student's course of study (e.g. ahead of a milestone such as transfer of status, or conference paper submission), and to provide feedback.
- In the case of students on taught masters courses, College supervisors and students may discuss issues such as selection of optional papers, dissertation topic, and examination preparation; written work can, of course, also be discussed, if agreed between the student and College supervisor.

- Some possible general topics for discussion at College supervision meetings (in addition to specific matters directly relating to the student's academic work, progress, and wellbeing) are:
    - Applications for research funding
    - Advice on conference and seminar attendance
    - Professional development opportunities/job market advice/career plans
    - Advice on publications strategy
    - Advice on teaching opportunities

Further Information

For further information or clarification about the Nuffield College supervision guidelines, please contact the Senior Tutor (senior.tutor@nuffield.ox.ac.uk).



APPENDIX C

STUDENT-COLLEGE CONTRACT 2026/27

PLEASE READ THIS DOCUMENT CAREFULLY. *It contains important information about your contract with the College, including: rules that apply to your conduct, behaviour and use of College services, circumstances when your studies at the College may be suspended or terminated and how changes might have to be made to teaching or services in certain circumstances.*

Preamble

1. As a student at the University of Oxford you will be a member both of the University and of one of its Colleges, Societies or Permanent Private Halls. For convenience this document refers to Societies, Permanent Private Halls and Colleges as "Colleges".

2. You will have two separate contracts: one with the University and one with your College.

3. The purpose of this document is to set out the contractual basis for your relationship with the College, and to draw your attention to key terms.

Contract with the College

4. Your contract with the College is made up of:

   a) The following:

      i. the terms and conditions set out in this document;

      ii. the College Student Handbook (available on the College website here: https://www.nuffield.ox.ac.uk/go/student-handbook).The College Student Handbook is updated every summer, and all students then become bound by the updated version from the beginning of the ensuing Michaelmas term. We draw students' attention to any important changes to the handbook each year. Typical changes might be updates to various College charges (e.g. meals, printing), or the inclusion of a new policy and procedure;

iii. the Licence to Occupy for student accommodation (where relevant, students will be asked to sign the Licence to Occupy either before their arrival or when they arrive in College; a sample Licence to Occupy can be viewed on the College website here: https://www.nuffield.ox.ac.uk/media/1457/licence-to-occupy-nuffield.pdf), and

iv. the letter ("Offer Letter") from the College making you an Offer of a place;

b) The College Statutes and Bylaws, and rules, procedures and policies made under them (see paragraph 12 below).

5. It is a condition precedent to your contract with the College (i.e. a necessary requirement for the contract to be binding on the College) that you satisfy the financial conditions set out in the Financial Declaration Form.

6. It is a condition precedent to your contract with the College (i.e. a necessary requirement for the contract to be binding on the College) that you satisfy any academic conditions set out in your course-place Offer Letter from your Department and the College Offer Letter.

7. Subject to clause 5 and clause 6, the contract with the College (hereafter the 'contract') will take effect from the date on which the College receives a copy signed by you of this document. This is the date at which your acceptance of the terms set out here, and those incorporated by reference through clause 4(a) above, will be treated as communicated to College.

8. You are responsible for satisfying any requirements imposed by any Department or agency of the United Kingdom Government in connection with your studies, including (but not limited to) any visa requirement. It is a condition of the contract that you obtain any visa or immigration permission that the UK Government requires in connection with the taking up of your Offer, and hold such a visa or permission for the duration of your studies in College. For the avoidance of doubt, this means that the College is entitled without more to terminate the Contract if you do not obtain, or at some point during your studies in College lose, any required visa or immigration permission.

9. It is also a condition of your contract that any information submitted with or in relation to your application (whether to UCAS, the University or the College) is true, genuine, accurate, and complete and does not omit any information you have been asked to provide. If failure to meet this condition is discovered after you have communicated your acceptance to College (see Clause 7) but before you have been admitted to the College your contract with the College may be terminated at the College's discretion.

If failure to meet this condition is discovered after you have been admitted to the College, disciplinary proceedings may be brought against you, and for these purposes the College shall be at liberty to treat the breach as having continued until discovery. This may result in sanctions including expulsion.

University and College Membership

10. You must be a member of the University in order to remain a member of the College. Your continuing relationship with the College is linked to your continuing relationship with the University. Similarly, your offer from the College is linked to your offer from the University. If you decline either offer, or if you fail to meet the conditions of either offer, you will lose your place at both the College and the University.

11. If your University membership is terminated (e.g. for breach of University rules and regulations), your membership of the College will also end. If you are suspended by the University, or subject to other disciplinary or procedural measures, the College may take similar, or other appropriate steps.

College Statutes, By-Laws, Rules, Regulations and Policies

12. By entering into this contract you agree to comply with the College Statutes and By-Laws (as amended from time to time) and with the College's Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them and/or amended from time to time. Links to these are set out at https://www.nuffield.ox.ac.uk/the-college/policies-and-resources/.

They include:

a) The College Student Handbook https://www.nuffield.ox.ac.uk/go/student-handbook. This sets out the types of student behaviour which are considered unacceptable and which may result in disciplinary action;

b) Other regulations governing your relationship with the College concerning your studies, payment of fees and charges, residence, conduct and behaviour: examples are regulations relating to examinations and assessments, the ownership and exploitation of intellectual property, harassment and bullying, the use of IT and library facilities, health and safety issues and legislative requirements such as data protection;

c) Any Health and Safety Instructions ('HSI') setting out standards of behaviour required of you during any pandemic, epidemic or local health emergency. 'HSI' includes any University or College code, policy or guidance issued in such circumstances. If an HSI is in force you must comply with it as a condition of in-person access to teaching and facilities, and may be disciplined for non-compliance; and

d) The duty to behave in accordance with the College's Code of Practice on Freedom of Speech (https://www.nuffield.ox.ac.uk/media/550j5w2m/nuffield_cop_freedomofspeech_jul25.pdf).

13. Your contract with the College is also subject to a condition that you disclose any relevant unspent convictions.

14. By entering into this contract you agree that the College may take disciplinary action against you for breach of its Statutes and By-Laws and the College's Rules, Regulations and Codes of Policy, Practice and Procedure, including the Student Disciplinary Code and Procedure (https://www.nuffield.ox.ac.uk/media/4176/student-disciplinary-procedure.pdf) and any HSI as described in clause 12 (c) of this document and the condition described in clause 13 of this document. Such action would take place under the appropriate College procedure and could result in sanctions including suspension or expulsion.

15. You are only permitted to access or use College land, premises, facilities or services for the academic, welfare, leisure or sporting purposes for which such premises, facilities or services have been provided, or for meetings and events for other purposes where section 6 of the College's Code of Practice on Freedom of Speech (https://www.nuffield.ox.ac.uk/media/550j5w2m/nuffield_cop_freedomofspeech_jul25.pdf) has been complied with. Misuse of, unauthorised access to or use of, or occupation of College land, premises, facilities or services, and/or activities which prevent or substantially limit or impede authorised access or use by College students or staff, or which attempt to do so, are not permitted and may result in disciplinary action under the Student Disciplinary Code and Procedure (https://www.nuffield.ox.ac.uk/media/4176/student-disciplinary-procedure.pdf).

Your Responsibilities

16. You are required to comply with the following:

    a) the College's Statutes and By-Laws (as amended from time to time) and with the College's Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them and/ or amended from time to time as set out in clause 12 above. These include (but are not limited to) the College's rules on behaviour, IT usage, data protection and academic studies. You should refer to the College Student Handbook available here: https://www.nuffield.ox.ac.uk/go/student-handbook.

    b) payment of fees and other charges when they are due. You are responsible for any non-payment even if your fees are being paid by a third party. The University sets out its annual fees as a single figure as this is easier for applicants and students; however you should note that this is a combined figure for both your

University and College fees, which separately form the consideration for your separate University and College contracts. This means that you are paying a set amount of your fees to the College for College services and a set amount to the University for University services. The College will collect University fees and transmit them to the University. For more details see the Fees and Funding pages of the University website for Graduates, or if your query is not covered there, contact student.fees@admin.ox.ac.uk. (College fees do not cover accommodation or food, which are charged separately to those students who receive them).

c) any reasonable measures or instructions given by the College or the University to reduce risk of transmission of illness or infection and to behave in accordance with any HSI. Without limiting that general obligation, reasonable measures may include an instruction by the University or the College not to return into residence or to a term time address, an instruction by the University or the College to leave residence or a term time address, imposing specific requirements regarding personal protective equipment such as the wearing of masks, or specific safety measures such as use of sanitiser or distancing procedures. In applying such measures or instructions the College will take account of and adhere to its welfare policies in so far as it is reasonably practicable during a pandemic, epidemic or local health emergency.

d) immediately declaring to the College if you have any serious and easily transmissible infectious illness or disease (the College, or the University, will inform you if at any point they require students to declare Covid-19 infections), and comply with any required health, testing, isolation or distancing measures or advice given.

e) obtaining an appropriate visa or immigration permission if necessary, and an ATAS (Academic Technology Approval Scheme) certificate if required for your course (see clause 8 above as to the consequences of failure to obtain the requisite permission) and to abide by any visa/immigration conditions including maximum permitted working hours and the types of work allowed and promptly provide a copy of your visa/confirmation of immigration status and passport identification page whenever requested by your college or Department. If your visa/immigration permission expires during your course and you no longer have valid leave to remain in the UK, or have breached the terms of your student visa, the University may be required to inform UK Visas and Immigration. Failure to comply with these obligations may result in legal consequences for you under UK immigration law, which may affect your ability to complete your studies at Oxford. Disciplinary action may also be taken if false or intentionally misleading statements or documents are provided to the University regarding visas or immigration status. Support and information are available from Student Immigration and from the visa and immigration pages of the University website available here: https://www.ox.ac.uk/students/visa.

17. It is your responsibility to:

    a) act as a responsible member of the College's community, including treating other members of the community and the public with courtesy, respect and in a way to respect their dignity, and to behave in a manner consistent with the College's Equality Statement (https://www.nuffield.ox.ac.uk/media/tq5drsg0/equality-statement.pdf).

    b) progress your own academic studies. This will include submitting work when required to do so, meeting College and University submission deadlines and attending tutorials, classes, lectures, and other academic requirements.

Teaching Arrangements

18. The College will make provision for students as follows:

    a) For graduate courses (including research degrees) the College does not teach or deliver programmes but will make such other provision as it reasonably decides to be necessary to support the pursuit of the relevant course.

19. Where a pandemic (including but not limited to Covid-19), epidemic or local health emergency necessitating measures to reduce risk of infection or illness occurs, the College may make such changes as it reasonably deems necessary to comply with government or local authority regulations or guidance by those bodies or by the UK Health Security Agency, and/or its own health and safety advice and/or to ensure the health and safety of staff, students and third parties and/or to respond to consequential staffing or resource constraints. Changes made or required by the University may be communicated through Colleges.

20. Examples of measures the College may take in the circumstances identified in clause 19 include:

    a) providing teaching, assessment or other services wholly or partly online or via other remote or virtual means;

    b) moving the location of teaching and/or restricting student numbers permitted to attend any location at one time (including restricting numbers at libraries or lectures);

    c) teaching at evenings, weekends or outside Full Term;

    d) requiring students to comply with other health and safety measures which the College deems necessary; which are specific to particular sites or activities, which may be in addition to any HSI;

    e) staggering attendance by students so that for part of the term you are not allowed physically to attend the College;

f) varying, limiting or cancelling any course content, or optional modules;

g) varying, limiting or cancelling access to any University or College services or facilities;

h) varying, limiting or cancelling any learning experiences that would, without such circumstances, normally happen face to face or in-person (e.g. work in laboratories, museums, studios, music facilities or via fieldwork or work-placement);

i) varying, limiting, cancelling or putting in place measures to reduce the risk of any time due to be spent in education or paid work abroad (including the right to vary destinations for work or study abroad) as a mandatory or optional component of courses, including making changes as a result of health guidance or risk assessment applicable to overseas travel destinations and/or providing students with alternative educational provision. If a year abroad, or other placement, has to be cancelled entirely then this may include the right to move a student to a cognate degree course that does not include such a year abroad or placement.

21. Subject to paragraph 19 opposite, no refunds, discounts, damages or waivers of course fees or other charges will be payable to you where changes or delays have resulted from, been caused by, or are in relation to a pandemic, epidemic or local health emergency necessitating measures to reduce risk of infection or illness or by compliance with guidance from the UK Health Security Agency. The College will also not be liable for any consequential losses or expenses you may incur (e.g. travel or accommodation costs) as a result of any such pandemic, epidemic or health emergency measures.

Events beyond our control

22. The College will not be in breach of its obligations under the contract, nor liable to you for any loss caused to you under the contract with you, where the breach or loss results from events which are beyond the College's reasonable control. Examples of events which may fall into this category include, a pandemic, an epidemic, or local health emergency necessitating measures to reduce risk of infection or illness, industrial action, acts of God, acts of terrorism, government order or law, action by any governmental authority, the unanticipated departure or absence of key members of College staff, or failure or delay by third party suppliers and subcontractors. In such circumstances the College will take reasonable steps to mitigate the impact on you and to restore teaching and services. More information is available in the Student Protection Plan on the University website. This paragraph is not intended to restrict any legal rights where doing so would be unlawful (e.g. under consumer law).

Library and IT Facilities

23. Subject to clauses 19 and 20 above, the College will provide library and IT facilities in connection with your studies and on the conditions and at the times set out in the College Student Handbook, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College. Further information about College IT regulations is available on the College website at https://www.nuffield.ox.ac.uk/the-college/policies-and-resources/it-and-computing-information/.

Accommodation and Meals

24. Subject to clauses 19 and 20 above, the College will maintain a stock of residential accommodation that may be provided to you in connection with your studies and if so this will be provided on the terms and conditions and in accordance with the procedures set out in the College Student Handbook (https://www.nuffield.ox.ac.uk/go/student-handbook) and the Licence to Occupy for student accommodation (https://www.nuffield.ox.ac.uk/media/1457/licence-to-occupy-nuffield.pdf), which may vary from time to time.

25. Subject to clauses 19 and 20 above, the College will provide meals on the terms and conditions set out in the College Student Handbook (https://www.nuffield.ox.ac.uk/go/student-handbook), which may vary from time to time.

Personal Data

26. The College will collect and use information about you in accordance with the principles set out in the College Privacy Notices available here: https://www.nuffield.ox.ac.uk/the-college/policies-and-resources/. This includes ensuring that your data will only be used in a way which is fair, lawful and secure. In addition, the University has its own privacy notice at https://compliance.admin.ox.ac.uk/student-privacy-policy

Complaints Procedure

27. The College Complaints procedure including subsequent rights of appeal are explained in the College Student Handbook (https://www.nuffield.ox.ac.uk/go/student-handbook).

Amendment

28. The terms of this document may be unilaterally amended by the College as a consequence of changes from time to time to National, University or College legislation, statutes, regulations or guidance. You will receive notification of material changes and any consultation process within which you may make representations prior to the change taking effect.

Jurisdiction

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

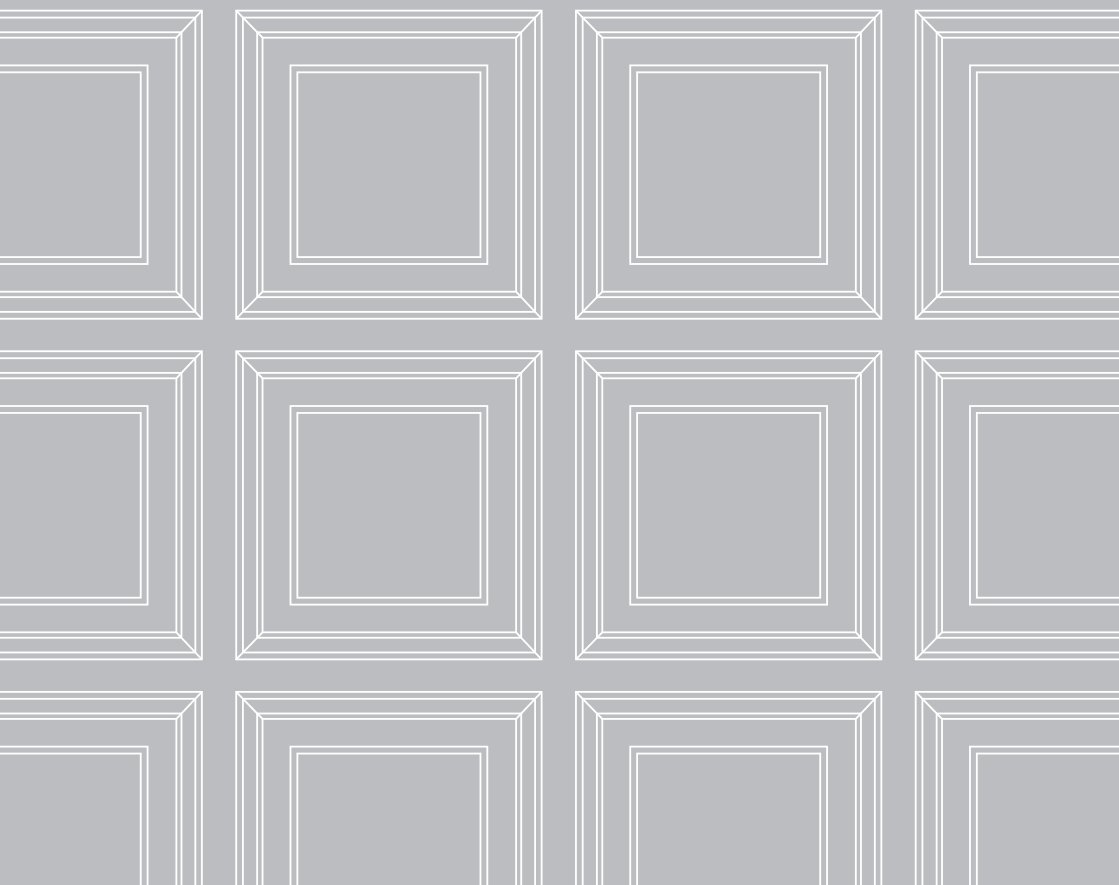
SIGNED for and on behalf of NUFFIELD COLLEGE IN THE UNIVERSITY OF OXFORD	SIGNED by the STUDENT
Name: _____	Name: _____
Position: _____	
Signature: _____	Signature: _____
Date: _____	Date: _____

I confirm that I have read and understood the Nuffield College Student Handbook, including the Licence to Occupy governing the provision of student residential accommodation by Nuffield College, and that I will observe and be bound by the regulations that are contained in it concerning my conduct and use of College facilities.

Please sign the contract as indicated above and return it by email to graduate.admissions@nuffield.ox.ac.uk

Please make sure you retain a second copy for your records and information.

Nuffield Student Contract updated 16 January 2026



APPENDIX D

JCR CODE OF PRACTICE

1. The JCR is an association open to all graduate student members of the College. Its main object is to promote the interests and welfare of and social activities among its members and to represent the interests of students to the Governing Body of the College.

2. The JCR has a written constitution, elects officers and holds regular meetings. Membership of the JCR is automatically granted to all students who qualify for membership. Anyone who does not wish to take up membership should notify the Secretary of the JCR not later than the end of Michaelmas Term.

3. Membership is free of charge.

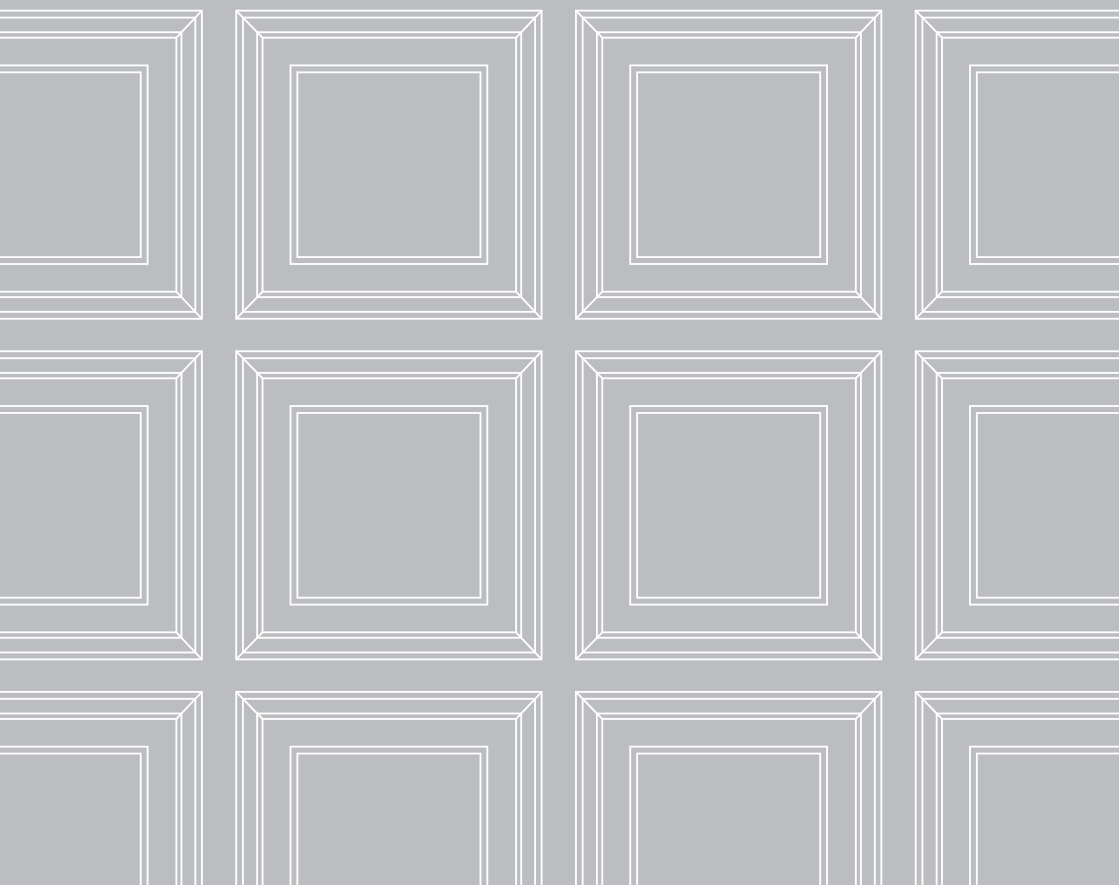
4. Withdrawal from membership will disqualify students from standing for office, voting at or attending meetings of the JCR.

5. The written constitution of the JCR contains detailed arrangements for the conduct of elections, the conduct of officers, financial management and reporting, the funding of groups and clubs affiliation to external organisations (including OUSU), and the handling of companies. The implementation of these arrangements is supervised on behalf of the Governing Body of the College by the Dean.

6. The College provides certain social, recreational and welfare facilities for all its junior members, including the use of common rooms and the bar. It allows the JCR as an association to participate in the management and provision of these services and from time to time provides the JCR with funds to enable it to maintain these services on behalf of the College. The services provided by the College are available to all graduate student members of the College on equal terms whether or not they are members of the association.

7. Complaints about the management of the JCR should in the first place be made to the President. If you are dissatisfied with the handling of any complaint it may be referred to the Dean.

8. A copy of the constitution of the JCR may be inspected in the Bursary.



APPENDIX E

LIST OF FEES AND FIXED CHARGES

Course Fees 2026/27 £

For students beginning their course in 2026/27

Sociology

Taught Programmes:	
Home	
MSc	26,820
MPhil	17,310
Overseas	
MSc	40,710
MPhil	31,110
Research Programmes:	
Home:	12,500
Overseas	31,110

Economics

Taught Programmes:	
Home	27,490
Overseas	32,880
Research Programmes:	
Home	12,060
Overseas	30,840

Politics/IR

Taught Programmes:	
Home	24,430
Overseas	37,100

Research Programmes:	
Home	17,310
Overseas	32,960
Student Research Allowances:	
Taught course students	351
Research course students	950

Fixed Charges 2026/27

1. Rents	**£**	**£**
Students	**Standard**	**College Ensuite**
1 October – 31 August	9,042.00	9,861.00
Termly installment (x3)	3,014.00	3,288.00
Monthly rent	822.00	897.73

2. Fixed Charges Catering	**£**
Lunch	
Annual (1/10 to 30/9)	1,062
Termly	354
Dinner (optional) Q1,2,3	147
Breakfast plan (optional) Q1,2,3,4	118

3. Guest Rooms	£
Small double/single (en suite)	98.50
Standard single (shared bathroom)	62.50
Double (en suite)	121.00

4. Occasional use of Student Study (per week)	£
	94

Meal Charges 2026/27

	Standard excl. VAT £	incl. VAT £	Student/Student Guest excl. VAT £
Breakfast	4.93	5.92	3.71
Lunch	10.64	12.77	9.01
Dinner (low table)	10.64	12.77	9.01
Formal Hall (Student)	-	-	9.01
Formal Hall (Student Guest)	-	-	16.38
High Table	32.77	39.32	16.38
Dessert	4.93	5.92	4.93
Wine at High Table	9.84	11.81	9.84
Wine at Dessert	6.05	7.26	6.05

Notes:

i. All charges are exclusive of VAT unless indicated otherwise.
ii. Guests other than Student Guests are charged VAT at the standard rate (20%).
iii. Quarter 1: 1 Oct to 31 Dec
Quarter 2: 1 Jan to 31 March
Quarter 3: 1 Apr to 30 June
Quarter 4: 1 Jul to 30 Sep

Emergency Information

In cases of life-threatening emergencies, use the following contact information:

Ambulance, Police or Fire	999
Lodge Porter (7am-11.30pm)	01865 278500

For OTHER emergencies or specialised assistance when the Lodge is closed:

Oxford University Security Service (lock outs, fire etc.)	01865 289999
Oxford Security Service (emergency maintenance issues)	01865 751605
Out-of-hours medical advice and support (available 24 hours a day, every day of the year)	111
Accident and Emergency Department, John Radcliffe Hospital	0300 304 7777
Nightline	01865 270270
The Samaritans	116 123
Beaumont Elms GP practice (College Doctor)	01865 240501
University Counselling Service	01865 270300; counselling@admin.ox.ac.uk
University Disability Advisory Service	01865 280459; disability@admin.ox.ac.uk

Other contact information can be found here:

Nuffield College
Oxford, OX11NF
www.nuffield.ox.ac.uk

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