Welcome to Nuffield College! We hope that the time you spend here will be enjoyable, inspiring, and productive.

This 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 provision for students and about the way the College operates more generally to ensure a harmonious and pleasant community. Please take the time to read this Handbook before you first arrive in College, and please keep a copy to hand in case you need to refer to it again during the course of your studies.

You will receive a similar handbook from your department, which will provide detailed information about your course and about the University (as opposed to the College). The departmental handbook will also give you information about how to log in to your Student Self Service account; that resource, together with this Handbook and the University website more generally, will form the main sources of information and advice, and should be able to provide an answer to most standard questions about your course or your studies.

This Handbook is divided into five sections and a collection of appendices. The five sections concern Domestic and Social Matters; Academic Matters; Financial Matters; Health and Welfare; and Library and IT Matters. If you have any suggestions about how the Handbook can be improved please contact the Senior Tutor.

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Oxford OX1
1NF United Kingdom

01865 278500
http://www.nuffield.ox.ac.uk
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ARRIVING IN COLLEGE

1.1 Arriving in College

New students should plan to arrive in College on either Tuesday 29th or Wednesday 30th September 2015 (unless your course requires you to arrive earlier, which applies to Master of Public Policy students and Economics MPhil students only; please refer to your original offer letters for details). In general, you should aim to arrive during normal working hours (i.e., between 9am and 5pm), when the College is fully staffed, and when more people will be on hand to help. In any case, you’ll need to arrive before midnight, when the College Lodge will be closed (see below for more details about College hours). Directions to the College can be found on the College website. No parking is available on the College site, but short-stay parking is available in Worcester Street Car Park, just opposite the College grounds.

On arrival, all students will be issued with a white key card which opens the outer doors to the College plus staircase doors, and also opens doors to some common areas such as the Library extension. You will also receive a key for your room. Keys will either be left in the Lodge for you to collect on arrival, or handed out at the Registration session on 30th September 2015.

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 2015/16 are as follows:

- Michaelmas Term 2015
  Sunday 11 October to Saturday 5 December

- Hilary Term 2016
  Sunday 17 January to Saturday 12 March

- Trinity Term 2016
  Sunday 24 April to Saturday 18 June

1.2 Student Visas

Students requiring a visa should check requirements on the University’s Student Visa website. Please note that your department, not the College, is responsible for providing a ‘Confirmation of Acceptance’ (CAS) number, so students with queries about visa arrangements should contact their department in the first instance. The University’s Student Visa Advisors will also be happy to help.

1.3 Induction and Registration

A wide range of induction events is organised by the College, by your department, and by the wider University. Attendance at a number of these sessions is compulsory, and full details will be sent separately. It is particularly important that new students attend the registration session in College on Wednesday 30th September 2015; please bring your passport with you to that event.
1.4 College Opening Hours and Main Contacts

Below are details of the main departments within College. Further information – including up-to-date opening hours – is available from the relevant pages of the College’s website, which also contains a full telephone directory for the College.

The Lodge
The College Lodge is located in the main College entrance on New Road. From Mondays to Saturdays, it is normally staffed between 7:00am and midnight, and on Sundays it is staffed between 9:00am and midnight. The College Porters can be contacted by email at the.lodge@nuffield.ox.ac.uk, and by telephone (01865 278500).

The Library
The Library is located in the Tower, the entrance to which is opposite the Lodge at the main College entrance. Nuffield students are granted 24 hour access to the Library. It is staffed from 9:30am to 5:30pm Monday to Friday (except during the Christmas and Easter staff holidays), and during those times it is also open to external readers. For further information about the Library, see Section 6.1 below.

Academic Administration
The Academic Administration department is your first port of call for any academic-related matters (academic.admin@nuffield.ox.ac.uk). The Senior Tutor’s office is in C staircase, and the rest of the team are currently based in D staircase. The offices are normally staffed on weekdays between 9am and 4:30pm. 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.

Bursary
The Bursary, which amongst other things manages the College’s accommodation and study spaces, is located in B staircase. You can contact the Bursary by email at bursary@nuffield.ox.ac.uk, and by telephone (01865 278525)

Finance
The Finance Department is located in B staircase. For further information about the fees and charges, and about financial matters more generally, see Section 4 below. Please contact the Finance Office team by email at finance.department@nuffield.ox.ac.uk, or refer to their website.

Buttery
The Buttery, located in A staircase alongside the Hall, is where most College meals are taken, and is open from Monday to Saturday between 8:00am to 2:30pm for tea and coffee. Afternoon tea (and cakes!) is available each weekday between 3:30pm and 5:00pm. The telephone number is 01865 278531.

IT
The IT Department is located in I 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. For further information about IT matters, see Section 6.2 below. The telephone number is 01865 278574.

Maintenance
The Site Manager and Maintenance Assistants are available between 7:30am and 3:00pm for minor repairs and maintenance. The best way to report repairs is by
Further information on reporting maintenance problems can be found in Section 3.8 below. They can be reached by telephone on 01865 278689.

Housekeeping
The Domestic Assistants (known as Scouts) generally work weekdays between 7:00am and 2:00pm. The Housekeeper can be reached by telephone on 01865 278973.
2 ACADEMIC MATTERS

2.1 Terms and Conditions of a Nuffield Student Place

At the start of your course you will be asked to sign a Student-College contract. That contract, together with the information published in this Handbook and on the College website, will form the terms and conditions of your student place at Nuffield.

You will also receive a handbook and a contract from your Department, and those documents, together with the University’s Examination Regulations will govern the terms of your course and the nature of your student status and relationship within the University. You should also familiarize yourself with the Proctors’ and Assessor’s Memorandum, which provides formal notification and explanation of the University’s codes on residence, intellectual property rights, examinations, conduct, medical fitness to study, and complaints. A hard copy of the Memorandum will be provided to you on arrival. Other important information for students is available from the Proctors’ Office pages of the University website.

In addition to the resources listed above, you may wish to consult the Policy and Guidance documents in respect of both postgraduate taught 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 operate 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). Details of Nuffield Student Years and their implications for College entitlements are given below. 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 who have not completed their course by the end of their fourth Nuffield Student Year remain members of the College, as ‘Fifth-year Students’; details about this status are set out in the next section.

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 are entitled to a maximum of two years’ residential accommodation in College during their DPhil course. Time spent studying for an Oxford Master’s degree at Nuffield or at another Oxford college counts against the Nuffield residential accommodation entitlement.

**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.

The details above are summarized in the following table:

<table>
<thead>
<tr>
<th>Degree type and background</th>
<th>Nuffield Student Year of Entry</th>
<th>Total Nuffield Student Years</th>
<th>Fee liability (number of years)</th>
<th>Entitlement to residential accommodation in College (years)</th>
<th>Entitlement to a single study room within College (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>MPhil</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>DPhil via Oxford MSc*</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>DPhil via non-Oxford Masters degree</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>DPhil via Oxford MPhil*</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

* Includes MSc or MPhil at any Oxford college.

### 2.3 Fifth-year Student Status

DPhil students who do not complete their course by the end of their fourth Nuffield Student Year remain members of the College, as ‘Fifth-year Students’, for as long as they are enrolled with the University for a DPhil. If they are living in Oxford, they may register for study space in College. In summary the entitlements of Fifth-year Students are as follows:

- a College key card;
- to apply for office space in College at no charge;
• access to College computing and library facilities (though library borrowing rights may be restricted);
• to opt for the student lunch and/or dinner package; or to eat in College on a pay-as-you-go basis;
• to request a pigeon hole if required;
• to apply for a College travel grant (see the section on Finance below for further details about grants);
• to carry forward (for their fifth Nuffield Student Year only) any unspent funds remaining in their student Research Allowance (see section 4.1 below); and
• during their fifth Nuffield Student Year a one-off completion grant, currently £1,000, payable in termly installments.

2.4 Matriculation

Matriculation is the ceremony that marks your formal admission to the University. Attendance is compulsory unless you are entitled to incorporate or you are told otherwise by the College or department. Details are available online. Matriculation for new students takes place on the Saturday of First week of Michaelmas Term 2015 (17 October), and is organized by the College. You will be sent further details as part of the general induction arrangements. For the ceremony, you will be required to wear academic dress, known as sub fusc; see section 2.5 below for further details.

2.5 Academic Dress (“Sub Fusc”)

For examinations, matriculation, and degree ceremonies you will need to wear full academic dress, known as sub fusc. For men this comprises a dark suit, black shoes and socks, white shirt and white bow tie; and for women a white blouse, black tie, dark skirt or trousers, a dark coat (if desired), and black shoes and stockings. Also necessary are a gown and cap/mortar board. For matriculation and examinations you will need to have the graduate gown (knee-length, lay-type black gown, without sleeves, but with streamers/wings adorned with folds). Gowns and hoods, along with mortarboards and caps, can be hired from, amongst others, Shepherd and Woodward Ltd, 109 High Street Oxford (01865 249491; ask for the Academic Hire Department).

2.6 College Supervisors

Each Nuffield student benefits from a supervisor appointed by the College, as well as a supervisor appointed by the University. A summary of the responsibilities of College Supervisors and Supervisees can be found in Appendix B below. As well as providing additional academic instruction, 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. Please contact the Senior Tutor if you have any concerns about your College supervision arrangements.
2.7 Examinations

Examinations are organized by the University, rather than the College, so in the first instance you should refer to the relevant handbook for your course for details. But you should also be aware that the College will be involved in some aspects of the examination process: for example, you will need to apply to enter for your examinations via the College, and if you anticipate that any special needs will arise in respect of examination arrangements you should contact the Senior Tutor at the earliest possible opportunity.

Detailed guidance about examination entry and conduct is available from the University website.

2.8 Academic Progress and Milestones

Your Departmental Handbook will set out in details 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 familiarize yourself with the timetable and detail of these processes when you arrive, and if you anticipate difficulties meeting any of the deadlines you should contact the Senior Tutor, your College or University supervisor, or the relevant Director of Graduate Studies at the earliest possible opportunity.

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 at any point during your time in College.

2.9 Paid Work

The University’s guidelines on paid work for 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 do not undertake more than eight 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 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.

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.
2.10 Seminars and College Events

Nuffield College hosts a wide range of academic seminars, workshops, and conferences. Most seminars take place during term time. Any member of the College is welcome to attend College seminars; there are regular seminar series in core areas of Economics, Politics, and Sociology, as well as specialized seminar series and workshops such as the Central Africa Forum; the Media and Politics Seminar; the Nuffield-Oxford Internet Institute Seminars in Social Networks; and the Economic History Workshop. One-off workshops and conferences are also frequently held in College; in 2014/15 these included a conference on Globalisation and Uncertainty organised by John Darwin; a conference for the Generations and Gender Programme organised by Francesco Billari; a colloquium for Politics graduate students from Oxford, Warwick, and LSE organised by Andy Eggers and Ben Ansell; and the 8th Annual Conference on the Economics of Advertising and Marketing organized by Alexander de Cornière, one of the College’s Postdoctoral Research Fellows.

Details of all College events are posted on the College website. If you are interested in organizing 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.

As well as academic events in College, a large number of lectures, seminars, and classes are organized 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.

2.11 Absence from Oxford

University regulations give special importance to the time students live in Oxford. In order to count a term towards the requirements for your degree, you must reside in Oxford for at least 42 nights during the University term. Students who need to be away from Oxford for a few days 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 (DPhil students must spend a minimum of three terms in Oxford after their transfer of status, though not necessarily consecutive terms) do not need to obtain formal Dispensation from Residence from the University, but they should inform their College supervisor and the Senior Tutor of any absence of a week or longer.

If you are going to be absent for a term or more, you should apply to the Senior Tutor for official leave of absence, stating that your College supervisor has approved the application. 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 who apply for a year’s leave of absence to undertake fieldwork whilst still eligible for College residential accommodation, may request to defer their housing rights. More precisely, the College offers a flexible policy towards housing eligibility if students are away for fieldwork for the whole of their second year. Students who meet these eligibility criteria can defer their housing rights from the second to the third year, which means that they would be eligible for a residential
Closely follow the instructions and submit the relevant paperwork.
2.15 Graduation

When you have passed the requirements for your degree you are eligible to graduate, which is the formal ceremony at which your degree is conferred. You can do this either in person, or in absentia. In either case you will need to sign up for one of the degree day dates allocated to Nuffield. You can do this using the University’s eVision system, or by contacting the Senior Tutor. If you decide to graduate in person, you and your guests will also be invited to a Degree Day lunch in College.

The ceremony itself takes place in the Sheldonian or in the Examination Schools. You will need to wear sub-fusc, and to make sure that you have the necessary gowns and other regalia; the College will send precise details to you in advance.

2.16 Transcripts and Degree Certificates

Once your degree has been conferred you will automatically receive a degree certificate. This will either be presented to you by the College on the day of the graduation ceremony (or made available for you to collect), or will be posted to you. You will receive only one copy of your degree certificate; additional copies cannot be ordered but if your certificate is lost, stolen or damaged, you can order a replacement certificate at a cost of £30.

Students taking postgraduate taught degrees will automatically receive a transcript at the end of their course, which will be sent to the 'home address' listed in their Student Self Service records. DPhil students do not receive transcripts, but can request instead a degree confirmation letter; please contact the Senior Tutor for details or check the University website for further information.
2.17 Disciplinary Procedures

NOTE: These procedures are currently under review and are likely to change

The Dean, in consultation where appropriate with the Bursar or other college officers, is responsible for disciplinary matters in the College. The Dean has the power to take measures against acts or activities which have caused (or which threaten to cause) damage to the fabric of the College’s estate, its finances, or the wellbeing of its members. Such measures may include imposing fines; requiring a student to pay the cost of damage incurred as a result of his or her actions; requiring the removal from the College of electrical equipment or other property belonging to a student which causes risk or disturbance to members of the College; banning a student from specified College premises or facilities or requiring the student to go out of residence for a specified period; and other penalties as appropriate.

If you have been reported to the Dean for a disciplinary offence, the Dean will:

- tell you what is alleged and ask you to state your position;
- confer with others (including Fellows and other members of the College) at his discretion;
- inform you of his decision and the reasons for it.

Appeals against disciplinary decisions may be made to an ad hoc College committee consisting of:

- the Warden;
- the Senior Tutor; and
- a Fellow nominated by the student (or students, if more than one is involved).

If anyone who would otherwise have served on the committee has been involved with the case or is unable to serve, the Warden will appoint a Fellow who has not hitherto been involved.

Incidents of bullying or harassment will be dealt with under the College’s Harassment Policy and Procedure (see Appendices E and F below).

A student who remains dissatisfied with the College’s response may complain to the Office of the Independent Adjudicator for Higher Education (see below).

2.18 Student Complaints

NOTE: The student complaints procedure is currently under review

If you have concerns about any aspect of your experience at Nuffield, or if you would like to make a complaint, please contact the Senior Tutor or the Bursar in the first instance.

Further information on University complaints procedures is available in the University of Oxford’s Essential Information for Students (Proctors’ and Assessor’s Memorandum) issued to all students annually (see link earlier in this section).

Students who wish to appeal against a disciplinary decision of their college may refer to the Conference of Colleges Appeal Tribunal (CCAT). This is a body of the Conference of Colleges, which considers appeals on disciplinary procedures and is not a University
appeal body. The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints. For further information see their website. Before considering any complaint, the OIA will want to be satisfied that an institution’s internal complaints procedures have already been exhausted.
3

DOMESTIC AND SOCIAL MATTERS

3.1 Keys, College Opening Hours, and Security

Upon arrival in College you will have received a white key card from the Lodge (see section 1.1). A refundable deposit for the key is applied to your College battels account, and a charge is made if the key is lost. If you lose a key during working hours, or if you haven’t been provided with a key on your arrival, please contact Claire Bunce. Outside of normal working hours please contact the Lodge Porter. If you are locked out when the Lodge is closed, you can contact the University Security Service on 01865 289999 (a charge may be levied for out-of-hours attendance).

The main College entrance in New Road, along with all staircase outer doors, is locked each weeknight at 6pm, and remains locked at all times during weekends. The key card 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. 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 card). These gates should always be left locked on passing through. Never block any of these doors open, and never allow non-members of the College to have access to your College keys or key card.

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 tenancy agreement at the Registration session in the noughtth week of Michaelmas Term. A template copy is available for reference on the Bursary page of the College intranet. Rooms for new students are allocated by the Bursary. Rooms for existing students are allocated via a ballot organised by the Junior Common Room (JCR); please refer to the JCR Handbook for further details about arrangements for the annual room ballot. All residential accommodation within College functions as both a study and a bedroom (which means that students who receive residential accommodation won’t also be allocated a separate study), 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.

The standard annual room entitlement period is 48 weeks; four additional weeks are offered to students who will continue to have a room entitlement in College in the following academic year. These arrangements mean that leaving students must vacate their rooms and hand in their keys to the Bursary no later than 31st 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 with continuing accommodation entitlements are likewise
required to move to their new room (as confirmed by the JCR room ballot) 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 overnight guest may be permitted but anything more is prohibited. All students are able to book the guestrooms available within College (see section 3.10 below for further details). 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. If you are away from Oxford for a year it may be possible to defer your accommodation entitlement; see section 2.11 above for further details.

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.

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

Accommodation provided by Nuffield College complies with the regulations set out in the Universities UK Code of Practice.

Domestic Assistants
Domestic Assistants do not make beds for residents, nor wash up dirty crockery and glasses. 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 two coin-operated washing machines, two tumble dryers and ironing facilities. Your room key will give you access.

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 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. Electric blankets and foreign travel plugs may not be used. Sockets must not be overloaded with extension leads.

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 Endsleigh 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 visit the Endsleigh website.

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 for further information.

The University can help full-time graduate students with accommodation. 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 system for registering students on the local electoral register has changed with effect from the academic year 2014/15. Previously, students were registered by the College in October. Now, the College must provide the 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 website contains some useful information about how to find student accommodation in Oxford, and another good resource is StudentPad (to access the full site you’ll need to create an account as an academic visitor). The University’s Accommodation Office (see link above) is also available to help graduate students.

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

3.4 Study Rooms
Students who elect not to live in College (and who have not exceeded their fourth Nuffield Student year; see section 2.2 below for details) are provided with a study in College. Details of the room you have been allocated will be provided on arrival at the College (together with an access key card and room key). All studies are fitted with an Ethernet connection, and contain a desk and chair, plus some shelving or storage space. A wireless internet network is installed throughout the College.
### 3.5 Meals

**“Common Table” Meals**

“Common Table” refers to standard breakfasts, lunches, and dinners. Those meals, which are self-service, are taken in Hall or the Buttery (located in Staircase A). All students in their first four Nuffield Years (see Section 2.2 above) must pay a fixed lunch charge, which is an annual charge covering the period 1st October to 30th September, payable termly in advance (see below for more details about fees, charges, and Battels). On payment of the charge, you will be entitled to take all lunches in the Buttery/Hall without further charge, on days when the kitchens are open. You will use your normal key card to register the lunches, so please ensure that you bring the card with you whenever you take lunch in College. The charge is payable irrespective of the number of lunches actually taken and is not refundable. Students who have paid the fixed lunch charge may optionally take up an evening meal package, which covers low table dinners between 1st October and 30th June; otherwise you will be charged the ‘pay-as-you-dine’ meal charge for dinner. A list of charges is provided in Appendix J.

Breakfast (available between 7.45am and 9am, Mondays to Saturdays) and lunch (normally available between 12.00pm and 1.30pm, Monday to Saturdays) are not signed for in advance, but you will need to follow the relevant instructions at the till in the Buttery. For Saturday lunch, low table dinner, and Formal Hall you will need to book via the website booking service.

You are welcome to invite guests for lunch or breakfast (normally up to two at a time). Please sign them in using the system by the till in the Buttery, and your Battels account will be charged accordingly (see section 4.2 below for more details about charges).

“Low Table” dinner is a self-service style meal in the Buttery offered on weekdays between 6.30pm and 7.15pm, except during the College closed periods at Christmas, Easter, and part of the Long Vacation. It is necessary to book Low Table dinner and Formal Hall (see below) before 10am on the day using the website service. No Low Table dinner is provided on Saturdays or Sundays.

On Wednesdays during term time, Low Table dinner is replaced with “Formal Hall” for students. 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 (see below). Participants are expected to stand at the start and end of the meal for Grace to be said. Students are encouraged to invite guests to Formal Hall.

Please note that items taken from the food line at breakfast, lunch, and dinner are meant to be consumed at that meal, and not to be taken away for later consumption, and please be aware that Buttery staff are expected to monitor compliance with College policy on meals.

If you have any special dietary requirements please inform the Buttery, so that they can in turn inform the kitchen staff. If there are medical or other reasons which would prevent you from taking meals in Hall, please contact the College Counsellor or the Senior Tutor, so that alternative arrangements can be explored (such alternative arrangements might include, in exceptional circumstances, exemption from the fixed-meal charge).
“High Table” Dinners
High Table is held on Tuesday, Wednesday and Friday nights during term time when waiter service operates. Dinner starts at 7.15pm prompt, and is preceded by drinks at 7pm in the Senior Common Room. Each student is entitled to one free High Table dinner per term, may sign up for additional High Table dinners at a subsidised rate, and may bring one guest at their own expense. Members of the College are expected to sign up for High Table dinner (using the website booking service) no later than 10am on the day they wish to dine.

Tea and Coffee
Tea and coffee are available at no charge from the Buttery during opening hours.

3.6 Mail, Stationery, and Photocopying

Mail
All post delivered to the College (either by the internal University Messenger or by external services) will be placed in pigeonholes each weekday, except when the College is closed. Parcels will be held in the Lodge and the recipient notified for collection.

Stamped letters can be left for posting in the box in 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 5pm, and should be in the Lodge for franking no later than 4.45pm. No letters will be franked unless the sender can be clearly identified.

Letters to other Oxford colleges and departments are collected from the Lodge (box on the counter to the right of the lodge), by the University Messenger at 10.15am and 2.30pm. There is no charge for this service, but please note that the University Messenger will only deliver letters, not parcels.

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. However, if an amount of money 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.

Photocopying
A photocopying machine for student use is available in the Library. The Library copier is operated on a card system; these cards are sold by the Bursary, and may be charged to your research allowance. Use of networked printers is recorded automatically and charged to your research allowance.
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 license 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 in the Mews for College members and staff. 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.

There is a comprehensive local bus service in Oxford, run by two companies: Oxford Bus Company and Stagecoach. Both run regular coach services to and from London, and the Oxford Bus Company also 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 Rail Station is less than a mile away.

3.8 Maintenance and Repairs

All maintenance problems must be reported via email in the first instance. You will receive an automated reply with a job number, and the Maintenance Department will inform you of a response time. General domestic matters can be discussed with the Bursar, and, if problems persist, can be raised by the JCR representatives at Personnel and Domestic Committee.

In cases of genuine emergency during a closed period, you should contact the Resident Lodge Porter, by telephone on 01865 278644. If the resident Lodge Porter cannot be contacted, and there is an urgent need for repairs (for example, if a pipe has burst), you should contact the University’s Security Services on 01865 289999. This line is permanently staffed, and they will respond to genuine emergencies reported by individuals who can identify themselves as College members.

3.9 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 Chris Jacobi. Further information about the JCR and its activities is available from the JCR Handbook, a copy of which will be emailed to you before you arrive in College.
3.10 Guests and Guest Rooms

Students who are resident in College accommodation are permitted to invite occasional overnight guests to stay in their room, but frequent overnight stays are not allowed. Students are welcome to invite guests and partners to lunch and other meals in College, for which normal charges will apply.

Guest rooms in College are available, and may be booked by students at the standard rate (see guest room information on the Bursary intranet page for full details/costs). Please contact Claire Bunce if you wish to make a booking. Keys may be obtained from the Lodge after 3pm 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.

When the Lodge is closed departing guests should either give their guest-room keys to their host or, in his/her absence, leave the key in the Lodge letterbox, taking care to close the outer Lodge doors behind them.

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, or for guests with children.

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.

3.11 Children in College

Children are welcome to attend daily College meals other than High Table. The College currently offers one family guest room 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.

3.12 Parties

If you want to have a party in your own room 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 Buttery Manager 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 you should complete a function form available under Forms on the intranet and enter details concerning place, time and number of guests etc. The completed form must
be submitted to the Bursary at least seven working days in advance of the event for the request to be considered.

### 3.13 Music and Sports at Nuffield

**Music**

There is a piano in the Meeting Room, and a harpsichord and digital piano in the Chapel are available to those who wish to play them. Your room key will give you access to the Chapel. Please don’t move the piano, and when playing these instruments please be sensitive to other people who are nearby and who may be trying to work. Sheet music is kept with the upright piano in the Meeting Room. Please report any faults or damage with the equipment to the Lodge.

**Sports**

Most sporting activities within College are organised by the JCR and information can be found in the JCR Handbook.

The College has a new arrangement to use the Wadham College sports facilities in Marston Ferry Road. Further details about booking will be provided shortly.

The College has an arrangement with Southfield Golf Club whereby any two members of the College may play on the course at any time available to ordinary members of the Club without paying a Green Fee. Details can be obtained from the Lodge.

Croquet and bowls may be played in the Fellows’ Garden (but not in the Upper or Lower Quadrangles).

The College gym is situated in 42 Park End Street where there is a multi-gym, and other exercise equipment. Members of College must complete a gym induction course with the JCR Gym Manager (currently Felix Busch) in order to use the gym, following which their key card will be activated for access.

Nuffield is an active member of the Linacre College Boat Club. Further details are available from the JCR.

### 3.14 College Gardens

Deckchairs 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 the previous section.

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 gardens where deckchairs are located, as it is often required for College functions.
3.15 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 24 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 dinner is 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 (as at 1 October 2015) is set out below in Appendix J.

4.1 Nuffield Student Support Package

Students within their first four Nuffield Student Years are eligible to receive the Nuffield Student Support Package. If you’re uncertain whether you qualify, you should check with the Finance Department. The Student Support Package consists of:

- Provision of a networked study space or study/bedroom.
- Housing Allowance.
- Research Allowance.
- Start-Up Allowance\(^1\).
- Subsidised Meals.
- Thesis Binding allowance.

Further details about each of these items is given below.

**Provision of a networked study or study/bedroom**
Please refer to sections 1.6 and 1.8 above for details of residential accommodation and studies.

**Housing Allowance**
A Housing Allowance (£511 in 2015-16) is provided on an annual basis to all eligible students, including those living in Nuffield residential accommodation.

**Research Allowance**
An annual Research Allowance is provided to all eligible students for academic activities related to their studies. The value of the Research Allowance depends on a student’s course of study, their background, and their funding arrangements:

- MPhil and MSc students are allocated a basic allowance, currently £123 per annum.
- DPhil students are allocated a basic allowance (currently £123 per annum), plus an additional allowance equivalent in value to the ESRC’s Research Training Support Grant (RTSG, currently £750 per annum) except that:
  - students who have transferred from an Oxford MPhil are allocated, in the first year of their DPhil only, an allowance of £1,500, in place of the additional allowance of £750 (i.e., they receive £1,623 in total); and
  - students who receive an RTSG as part of an ESRC studentship will not be entitled to the additional element of the Nuffield Research Allowance (but will receive the basic allowance).

\(^1\) Formerly known as ‘IT allowance’
DPhil students in receipt of a studentship from a Research Council (e.g., the ESRC or AHRC) should familiarize themselves with the terms and conditions of their grants, which will be set out in their award letters or on the relevant Research Council websites. Claims for research expenses from these awards should be submitted via the relevant University department. DPhil students funded by other grant-giving bodies should ensure that expenses are claimed directly from the grant-giving body wherever possible. It is implicit that the student will be expected to make a contribution from his or her RTSG (or equivalent) towards any fieldwork that is undertaken or conferences attended.

Reimbursement expense claims from Nuffield Research Allowances should be submitted directly to the College’s Finance Department. 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 receipts, and must comply with the Payment Rules and Guidelines.

The balance of unspent funds in a Research Allowance can be carried forward to the following Nuffield Student Year, and into the Fifth Nuffield Student year (see Section 2.3 above). Students anticipating a large outlay from their research allowance within their last Nuffield Student Term should consult the Senior Tutor or Bursar prior to committing to that expenditure. Unreasonable claims will not be authorised.

**Start-up Allowance**
A one-off Start-up Allowance (£500 in 2015/16) is allocated to all students in the year in which they arrive in College. The Start-up Allowance is added to their Research Allowance and can be spent on IT equipment (note that no computing equipment is provided by the College) or other items relevant to the student’s academic activities. Any unspent balance will be carried forward (see previous paragraph).

Subject to sufficient funds being available, students may spend up to £1,000 from their combined Research Allowance and Start-up Allowance on IT equipment. Students who purchase a computer prior to arrival in College may claim on arrival provided that they submit a valid receipt dated within the preceding three months. Students who receive an RTSG as part of an ESRC studentship and who receive only the basic Nuffield Research Allowance should check the terms and conditions of their grants to confirm which research and IT expenses may be charged to their RTSG before committing to expenditure on equipment or services.

**Subsidised meals**
Students within their first four Nuffield Student Years must subscribe to the annual fixed meal charge, details of which are given in Appendix J below and in Section 1.9 above.

**Thesis Binding**
The College will meet the cost of thesis binding (up to four copies), on deposit of one copy of the thesis in the Nuffield College Library. To reclaim costs please submit the original receipts along with a completed Student Research Allowance Claim form.

The allowances described above apply only to students within their first four Nuffield Student Years. DPhil students who do not complete their course by the end of their fourth Nuffield Student Year remain members of the College, as “Fifth-year Students”, for as long as they are enrolled with the University for a DPhil, and receive or can...
choose to sign up to the list of entitlements listed in Section 2.3 above, including a
Completion Grant (currently £1,000) during their Fifth Nuffield Student year.
4.2 Charges

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

**University and College fees due**
The College is responsible for collecting both the University and College fees for which you are liable. Both sets of fees are payable in advance, on a termly basis. This means that you can expect to receive a bill for fees sometime in the noughtth week of each term. If your fees are being paid by an agency or external sponsor 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 Appendix H below). General information about fees and periods of fee liability is available from the University website.

**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 entitled to live in College accommodation. This charge is gross of the annual Housing Allowance paid to all students. Students who qualify will be paid the Housing Allowance at the beginning of the academic year. No charge is made for office space. All fixed charges are non-refundable in the case of early departure from College.

**Fixed meal charges**
Lunch charges, and other meal plan charges, are payable termly in advance. Please refer to section 1.9 above for further details about meal arrangements in College.

**Visiting students**
Visiting students are charged the same rates as Nuffield students but are not eligible for the housing allowance or any research allowances.

**Guest room charges**
For further details see Section 3.10, or consult the Bursary or the Finance Department.

**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 Claire Bunce or Kate Hitchman (copied to the Senior Tutor), providing details of the planned event and the likely number of attendees, and a note about how the event relates to their studies.

4.3 Battels

A Battels account is a form of credit and is subject to strict adherence to the College Battels policy, a copy of which is set out in full in Appendix H below. 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., within one week of 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 College Accountant, 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 will 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.

4.4 Travel Grants

In addition to the allowances described in Section 3.1 above, the College administers a number of Trust Funds to assist research travel. An application form is available under Forms on the Nuffield intranet. The travel grants will be allocated as part of four 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 be allowed to make up to one application to the scheme per year.
- 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 will also be expected to apply for funding from other sources (e.g., from their department).
- Applications from PGT or PGR students 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.
- Applications must be supported by the student’s supervisor.

The scheme will be administered in accordance with the following rules:

- Retrospective applications will not be considered.
- The annual budget will be divided between four gathered fields, and it will not be possible to consider applications outside of these gathered fields. The deadlines for the academic year 2015/16 are:
  - 30 October 2015
  - 5 February 2016
  - 6 May 2016
  - 1 July 2016
- Forms should be returned to the College’s Academic Office in the first instance (academic.admin@nuffield.ox.ac.uk).
- Any unspent funds will be carried forward from one gathered field to the next, but uncommitted funds will not carry forward from year to year.
- 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 College Accountant.
- At its second meeting of each term, the College’s Strategy and Resources Committee will receive a report on grants approved during the academic year to date.

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

Travel budgets must include a quotation from a travel agent, in order to demonstrate
value for money. As an exception to the above rule, quotations are not required for “low cost” flights within Europe costing less than £100. However, the Bursar may rescind this concession at his discretion.

### 4.5 Funding for Fieldwork and Experiments

The College is able to provide assistance with funding for fieldwork and experiments related to your course. Applications for fieldwork and experiments funding are considered in four gathered fields each year (at the same time as the travel grants and using the same application form), on the basis of the following criteria:

- The scheme is open to all students enrolled for a graduate degree at Nuffield; students will be allowed to make up to one application to the scheme per year.
- Students will normally be expected to meet the costs associated with fieldwork and experiments 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 will also be expected to apply for funding from other sources (e.g., from their department).
- Applications from PGT or PGR students 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.
- Applications must be supported by the student’s supervisor.

Nuffield students intending to apply for funding to support experiments at CESS would be expected to follow the standard CESS procedures (including the presentation of their proposed research design to the CESS Colloquium), and their applications would be assessed by a panel consisting of the Director of CESS, one of the Centre’s postdoctoral researchers, and the Senior Tutor. For further information about CESS experiments please contact the Senior Tutor or your College Supervisor in the first instance.

### 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 and Commonwealth Office Travel Advice service (www.fco.gov.uk) must be cleared with your Department and 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 (http://www.admin.ox.ac.uk/finance/insurance/travel/), 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 improved by the University Safety Office should be sent to the Senior Tutor, alongside the application or before travel begins.
4.7 Hardship

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 circumstances of hardship should consider applying to both the College and the University for hardship grants. An application form for the College Hardship scheme is available from the Senior Tutor. Further details about the University scheme are available online. You are encouraged to discuss the details with the Senior Tutor before submitting an application.

4.8 Blues Sports Fund

The College will consider applications for funds to contribute to the cost of equipment for students who represent the University in a sports team. Applications should be made to the Senior Tutor in the first instance.
5

HEALTH AND WELFARE

5.1 The College Doctor

The College Doctor is Meriel Raine, who is based at the 19 Beaumont Street Surgery (OX1 2NA; 01865 240501). All students are strongly encouraged to register with the College Doctor. New students may register during the College induction session at the beginning of Michaelmas Term, but you can register at any time by contacting the Surgery. At the end of your studies, you must contact the Surgery to cancel your registration.

If you fall ill please ensure that a fellow student or the Senior Tutor is informed. The College can provide meals in the room if you are confined to bed.

5.2 National Health Service

Students from the UK, the European community and any country with reciprocal health arrangements are eligible for free treatment under the National Health Service (NHS).

International students who will be resident in the UK for less than six months may be required to pay for treatment received under the NHS and are required to take out insurance cover against this risk. All students who are enrolled for a course of study of six months or more are eligible for free NHS treatment, including free doctor’s examinations and hospital treatments, from their arrival in the UK. Please note that some forms of treatment (for example out-patient treatment in Accident and Emergency Departments, treatment for most infectious diseases) are free for all overseas visitors whatever their length of stay in this country. However, it is understood that although students resident in the UK for a period of study of 6 months or more are entitled to NHS treatment, where there is a pre-existing condition which may require hospital care, this may not always be covered, and it is suggested, therefore, that private health insurance would be needed in those cases.

Students in the UK for more than 6 months may apply for a European Health Insurance Card (EHIC). Details about benefits and how to apply can be found on the EHIC website. Non-EU nationals will have to file a paper rather than online application and may need to provide a copy of their visa.

The NHS Choices website contains a tool which allows patients to check symptoms and get advice on what to do next. Alternatively, for non-urgent medical advice you can call 111.

5.3 Dentists

Dental treatment on the NHS can be difficult to arrange. Private treatment can be arranged as an alternative, but is expensive. Studental is a dental practice based at
Oxford Brookes University which takes NHS patients; it is primarily for Brookes students and staff but they can also take patients from Oxford colleges. Oasis Dental Care, on Beaumont Street sometimes accepts students for NHS appointments.

### 5.4 Medical Supplies, Accidents and First Aid

It is recommended that new students either purchase on arrival or bring with them some basic medical supplies, including, for example, plasters and paracetamol. There are First Aid kits in the Lodge, student kitchen (Staircase I), in the College kitchen and in 42 Park End Street. 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 must be reported direct 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 qualified first aiders in College:

- Stuart Bone, Clive Gable, Tony Harling (Lodge, 01865 278500) Gary Hamblin (Maintenance, 07720 954 307)
- Marcia Greening (Housekeeping, 01865 278500)
- Julian Reeveell (Buttery, 01865 278531)
- Karen Richardson (IT, 01865 278574)
- Elizabeth Martin, Helen Matthews (Library, 01865 278547 or 278549)

College first-aid kits are located in the Lodge, the Workshop, the College and student kitchens, the SCR Pantry, the Buttery Office; 42 Park End Street (outside the gym), Walton Street Kitchen, and the Mews. A defibrillator is located in the Lodge.

In the event of a serious accident, if the patient can be moved, he or she should be sent by ambulance or private car to the Accident and Emergency Department at the John Radcliffe Hospital. In cases of ear, nose, throat or eye accidents, the patient should be taken to the ENT Unit or the Oxford Eye Hospital at the John Radcliffe Hospital. The accident departments should be warned that the patient is coming. The relevant contact details are as follows:

- Accident and Emergency Department, John Radcliffe Hospital, 01865 741166
- ENT Department, John Radcliffe Hospital: 01865 231405
- Oxford Eye Hospital, John Radcliffe Hospital: 01865 234800 (emergencies only)

Further information about health issues and helplines can be found on the University website and the OUSU website.

### 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 Senior Tutor should be contacted as soon as possible if a student has any special requirements or wishes to discuss what facilities might be available, particularly in respect of examination arrangements.

Further details about support for students with disabilities can be found on the University Disability Advisory Service website. The College advises any student with a disability or long-term medical condition to contact the Disability Office as soon as
they arrive in Oxford to discuss the facilities that might be offered in order to assist them in their studies. Funds may be available to help towards the cost of providing study support. Information about the disabled students allowance can be found on the DirectGov website.

The collegiate University operates a Common Framework for Supporting Disabled Students which can be viewed here.

The College’s Disability Lead is the Senior Tutor (tel. 01865 278520); the Nuffield disability coordinator is Kerry Mellor (01865 278512). The University’s disability advisor for Nuffield College is Georgina Heywood, 01865 289820.

5.6 Equal Opportunities

The College welcomes diversity amongst its students, staff, Fellows and visitors, recognising the particular contributions to the achievement of the College’s objectives that can be made by individuals from a wide range of backgrounds and experiences. In relation to students the College policy is to provide education of excellent quality at postgraduate level for able students, whatever their background. In pursuit of this aim, the College is committed to using its best endeavours to ensure 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. This statement applies to recruitment and admissions, to teaching and assessment, to welfare and support services, and to staff development and training.

A copy of the College’s Equal Opportunities Policy is available online. The College’s Equality and Diversity Officer is Gwen Sasse.

5.7 Counselling and Welfare Support

The College Counsellor is Victoria Plant (01865 278585). Her role is to provide confidential counselling, support and advice to all students and staff at Nuffield College. She is based in office E7, and her normal working hours are 11.00am to 3.00pm on Mondays and Wednesdays. The University Counselling Service offers free and confidential advice to students, and runs a series of regular workshops designed to provide practical advice and skills on, for example, examination stress, insomnia, and generalised anxiety.

If you are experiencing difficulties of any kind which are disturbing your ability to study or undertake research please do get in touch with Victoria Plant, or the University Counselling Service, or consider seeking help from someone else within the collegiate University. There are plenty of people available to provide support and advice; you will almost certainly find that it helps to talk about your situation, and you can be assured that whatever matters you discuss will be treated in line with the University’s Guidance on Confidentiality in Student Health and Welfare.

5.8 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, and the College will act positively to investigate alleged harassment and to effect a remedy or take disciplinary action when an allegation is determined to be valid. If you believe that you or someone else is the victim of harassment or bullying you should refer to the College’s Harassment Policy and
5.9 Student Maternity and Paternity Schemes

The College is committed to supporting pregnant students and students on maternity or paternity leave and to ensuring that they are not disadvantaged as a result of their circumstances. A student on maternity or paternity leave remains a member of College and retains his or her 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. Further information about the College’s maternity and paternity leave schemes is available below, in Appendix G.

5.10 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, or any other matter relating to safety, should be reported either by employees to their Head of Department who will then pass the information to the Bursar; by members of the College direct to the Bursar; or failing that, to the Warden. Your attention is drawn to the following College procedures:

Fire Safety
Fire drills are normally held twice a year, in Michaelmas Term and in Trinity Term.

All members of the College are urged to take proper fire precautions at all times. Naked lights (including candles, which will be removed by cleaners) 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. 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. In particular, you should note the “crossover” routes at the top of some staircases namely:

“H” and “I” – across the top of the main arch.

“L” corridor and 1st Floor Library – from/into Periodicals Room.
If you discover a fire, immediately operate the nearest fire alarm call point. The University Security Services will automatically call the fire brigade when the call point is activated.

On hearing the fire alarm, do not ignore it; leave the building immediately by the nearest available exit and go straight to the assembly point, which is the Fountain in the Upper Quad. Use stairs rather than a lift, if one is available. The person in charge of the assembly point (normally the Site Manager) will take charge of any evacuation and ensure that no one is left in the area.

Where practicable to do so, you should close but not lock all windows and doors and turn off all electrical equipment, including computers. 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 are asked to inform the Lodge.

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 authorised persons and in any case only after the power supply has been disconnected. Only one appliance should be used on each socket, and trailing leads should be avoided. Travel/adapter plugs must be checked by Maintenance before use, and portable radiant electric fires and electric blankets must not be used in rooms.

Library
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 exits on floors 1 and 2. In the case of the extension, you should note the alternative fire exit onto I Staircase.

5.11 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 Studies matters are set out in the Fitness to Study Guidelines (See Appendix J below). These should be read in conjunction with the College’s Guidelines on Confidentiality in Student Health and Welfare (see Appendix K below).

5.12 Confidentiality in Student Health and Welfare
Nuffield College has adopted a series of guidelines on confidentiality in student health and welfare (reproduced in Appendix K below) based on and in line with 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
5.13 College Statement on Staff-Student Relationships

Nuffield College subscribes to the principles and procedures set out in the University’s Policy on Staff-Student Relationships, and encourages all students and staff to familiarize themselves with the terms of the Policy and its requirements. The College’s statement on Staff-Student Relationships is given in Appendix L below.

5.14 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 is not permitted in any room in College. Nor is smoking 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.

5.15 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.
- The Drugs Clinic at the Littlemore Hospital (The Ley Clinic, 01865 741717).
- The University Counselling Service.
- Nightline (01865 270270).
- The Samaritans (028165 722122).
- The OUSU Vice-President (Welfare).

The College will not tolerate drug use, production or dealing on any of its premises.
6

LIBRARY AND IT MATTERS

6.1 Nuffield College Library

The College Library is situated in the Tower, reached by a door opposite the College Lodge. The Library is staffed from 9:30am to 5:30pm on weekdays (except during the Christmas and Easter staff holidays), during which times the Library is also open to external readers (graduates and academics from the wider University.) Members of Nuffield have 24-hour access to the Library; once registered, your University card will give you swipe access at any time. There is also a Library Extension in the basement of L staircase, containing government and official publications, plus older periodicals, which may be used at any time: entry is with your College key card.

For new students, library registration will take place on the student induction day, when you will be given further information about borrowing facilities and services. There will subsequently be a joint Library/IT induction session and a comprehensive Library tour.

For more information, please see the Library website.

Students using their University Card to access the Nuffield Library and other University libraries are asked to note Section 6 of the Bodleian Libraries Rules of Conduct which states:

A University card / library card / day pass and computer password are for the exclusive use of the individual to whom they were issued. You must not pass them to another person, or use them for another person’s benefit.

If the student allows another person to use their card, they have committed a serious breach of Library regulations and it could result in disciplinary procedures, at a Proctorial level, being initiated.

6.2 Information Technology

The College’s Information Technology 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. Full wireless cover is also provided, including Nuffield-WLAN and Eduroam.

The IT Department provide a set of services based around a cluster of Windows servers. These include Terminal Services (Compute and Application servers), central file store, Secure File sharing, VPN, network printing and Web page hosting. All students have an account on the network, through which they can access these services.

Email is 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 pages of the Nuffield Intranet.

The College’s academic software is predominantly provided via a Windows Terminal Service system. 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 and Adobe Acrobat. For further information about the software installed on the Terminal Server please visit the IT Department’s web pages. Students can access the Terminal Server via 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 at the Registration session on 30 September 2015. The College has a collection of notebooks that can be borrowed for use while away from Nuffield, or in the event of a member’s own device failing. These vary widely in specification and are allocated on a strictly first come first served basis.

The College’s networked printers can be found in various locations – see the IT Web pages for information. These printers can be used by any computer connected to the Nuffield Network. All printing is electronically logged. There is a rate of 5p per page for black and white and 10p per page for colour printed copies.

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

All students must read and familiarize themselves with the regulations on the use of the College’s IT network and facilities, which can be found in the Intranet Rules Overview on the College website. Students must also familiarize themselves with the College’s policy on Information Security and Nuffield’s Information Security User Guidelines which are available from the Information Security section on the College intranet.

1 http://www.it.ox.ac.uk/policies-and-guidelines
2 http://intranet.nuff.ox.ac.uk/Resources/IT/Pages/Rules.aspx
5 http://intranet.nuff.ox.ac.uk/Resources/IT/Pages/InformationSecurity.aspx
APPENDIX A

WHO’S WHO, 2015/16

Warden: Andrew Dilnot
Bursar: Tom Moore

Senior Tutor: Eleni Kechagia-Ovseiko

College Officers

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair of the Senior Common Room</td>
<td>Ray Duch</td>
</tr>
<tr>
<td>College Counsellor</td>
<td>Victoria Plant</td>
</tr>
<tr>
<td>Equality and Diversity Officer</td>
<td>Gwen Sasse</td>
</tr>
<tr>
<td>Dean</td>
<td>Ray Fitzpatrick</td>
</tr>
<tr>
<td>Junior Dean</td>
<td>Henning Tamm</td>
</tr>
<tr>
<td>Dean of Degrees</td>
<td>Anna Ross</td>
</tr>
<tr>
<td>Deputy Dean of Degrees</td>
<td>TBC</td>
</tr>
<tr>
<td>Fellow Librarian</td>
<td>John Darwin</td>
</tr>
<tr>
<td>Investment Bursars</td>
<td>Steve Bond, John Muellbauer</td>
</tr>
<tr>
<td>Keeper of the Gardens</td>
<td>Geoff Evans</td>
</tr>
<tr>
<td>Information Systems Fellow</td>
<td>Ben Ansell</td>
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Bursary & Finance

<table>
<thead>
<tr>
<th>Position</th>
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</tr>
</thead>
<tbody>
<tr>
<td>College Accountant</td>
<td>Yani Moyse</td>
</tr>
<tr>
<td>Deputy Finance Officer</td>
<td>Caroline Leach</td>
</tr>
<tr>
<td>PA to the Warden and Bursar</td>
<td>Claire Bunce</td>
</tr>
<tr>
<td>Finance Assistant (Payroll)</td>
<td>Bev Sollis</td>
</tr>
<tr>
<td>Finance Assistants</td>
<td>Marina Makarova; Peter Marshall; Rachel Shama</td>
</tr>
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</table>

Academic Administration

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Registrar</td>
<td>Justine Crump</td>
</tr>
<tr>
<td>Academic Officer</td>
<td>Kerry Mellor</td>
</tr>
<tr>
<td>Admin Officer (Fellows)</td>
<td>Maxine Collett</td>
</tr>
<tr>
<td>Admin Officer (Groups &amp; Visitors)</td>
<td>TBC</td>
</tr>
<tr>
<td>Acting HR Officer</td>
<td>Gill Smit</td>
</tr>
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</table>

Information Systems

<table>
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<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Director</td>
<td>Mark Norman</td>
</tr>
<tr>
<td>Assistant IT Officer</td>
<td>Matthew Lake</td>
</tr>
<tr>
<td>Administrator</td>
<td>Karen Richardson</td>
</tr>
<tr>
<td>IT Support Officer</td>
<td>TBC</td>
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</table>

Development

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Development</td>
<td>Caroline Kukura</td>
</tr>
<tr>
<td>Development Executive</td>
<td>TBC</td>
</tr>
</tbody>
</table>
Domestic

Catering and Conference Manager: Olivier Goddet
Butlers: Sheena Hinton; Julian Reevell
Conference Administrator: Kate Hitchman
Site Manager: Gary Hamblin
Maintenance Staff: Bob Ellis, Colin Burden, Leigh Rowlands
Housekeeper: Gill Gardener
Lodge Porters: Stuart Bone, Clive Gable, David Rhodes, Sydney Richardson
Resident Lodge Porter: Tony Harling

Library

Librarian: Elizabeth Martin
Deputy Librarian: Tessa Richards
Assistant Librarians: Helen Matthews; Tula Miller; Clare Kavanagh; Ed Smithson
APPENDIX B
RESPONSIBILITIES OF COLLEGE SUPERVISORS AND SUPERVISEES

The responsibilities of the College supervisor are:

1. To provide general help, support and advice to students on any matter affecting their academic work and life in College, and beyond.
2. It is also important to emphasize that in the overall direction of the student’s academic progress, the College supervisor normally plays an auxiliary role to that of the University supervisor.
3. To report at least termly on the student’s academic progress. This report should normally be discussed with the student. There is a presumption that the College supervisor should meet the student formally (as opposed to socially) at least once a term.
4. The College supervisor should discuss with the student their plan of work at the start of each academic year. The supervisor should monitor the student’s progress throughout the year and provide feedback where appropriate following the termly discussion of the student’s progress at Group meetings. The supervisor should report any serious concerns to the Senior Tutor who will bring the matter to the student’s attention as quickly as possible.
5. The College supervisor should read at least one piece of written work in the course of a term as the basis for the report on the student’s academic progress. Whether the College supervisor undertakes to read more substantial amounts of written work would depend on individual circumstances and mutual agreement: clearly in some cases the research interests of College supervisor and student are much more closely matched than in others.
6. It is important to stress that the relationship between student and College supervisor must necessarily be flexible and adaptable to individual needs, circumstances and temperaments. The obligations set out in 1-4 constitute a minimum which in many cases will be exceeded.
7. The College supervisor should maintain contact with the student until such time as the student completes their studies.
8. Finally, all students in College have the right to take personal or academic concerns directly to either the Senior Tutor or the Warden if they wish.

And the responsibilities of College supervisees are as follows:

1. College advisees should respond to invitations from their college supervisors to meet them; if the proposed time is not suitable they should contact their supervisor to arrange an alternative time to meet.
2. They should not hesitate (or feel in any way inhibited) to contact their College supervisor outside their regular meetings and should feel free to consult other College officers as necessary, including the Senior Tutor.
3. College advisees should be aware that the College supervisor is not expected to perform the academic role of the University supervisor. However, depending on their College supervisor’s field of expertise, advisees may seek
academic advice from the supervisor. In addition, advisees should feel free to seek advice from the College supervisor on academic-related matters including applications for research funding, conferences and seminar attendance, publication and career plans etc. Finally, it is particularly important that advisees should consult their College supervisor if they experience any difficulty with their University supervisor.

4. Students may ask the Senior Tutor to appoint a replacement if their College supervisor is on leave or has left the College. Usually, such arrangements will be made by the Group prior to the supervisor’s departure.

5. College supervision continues until such time as a supervisee is no longer enrolled as a student. Students no longer in Oxford should maintain contact with their College supervisor via email where possible.

University guidance on College advisers and advisees

The University provides the following template for the duties and responsibilities of college advisors and advisees, which applies to all colleges. Nuffield has its own system of College supervision, as described above, which includes and expands these provisions.

College Adviser – role description

A  Role purpose
Every graduate student at Oxford has a College Adviser, who is an academic member of his or her College, usually a Fellow.

The role of the College Adviser is additional and complementary to that provided in the student’s department or faculty. The College Adviser is not expected to perform the role of the Department or Faculty Supervisor(s), or to be responsible for directing students’ academic work. Rather, the intention is to provide a focal point for an individual student’s relationship with the College, and general academic or pastoral advice and assistance throughout the student’s course of study.

NOTE
Throughout this document the term ‘College’ includes Permanent Private Halls.

B  Key aspects of the role

1  Induction and welcome
   • Meet all full-time Advisees in first term of residence, as early as is feasible.
   • Establish a basis for future contact, bearing in mind the role purpose and the ‘College Advisee: guidance’ (which is expected to be disseminated to graduates in arrival packs).

2  Advisee meetings and contact
   • Offer the opportunity to all full-time PGT students to meet at least once a term.
   • Offer other graduate students this opportunity at least once a year.
   • Where meeting in person is not feasible, maintain email contact with advisees.
   • Initiate contact directly or through the College Office, by, for example by sending an email, offering a date for Advisees to drop in, meet over lunch/dinner in Hall, at a seminar, a college event, college club/society, in the lab, or for drinks, etc.
   • Encourage Advisees to make contact as and when they need advice or help, while also directing to other College Officers as necessary (for example, the
3. Progress monitoring

- Monitor advisees’ progress, by reviewing and where appropriate discussing their University supervision reports,\(^2\) and by being available for consultation, either in person or by email.
- Discuss with students any problems or difficulties they may be experiencing in their Department or Faculty and/or with their supervisor.
- As appropriate, comment positively on students’ progress, and achievements: Advisers are not there only to monitor students’ progress and pick up problems.
- Consult the Tutor for Graduates/Senior Tutor if there are concerns about the student’s academic progress and if a student appears to be experiencing difficulties with their academic work.
- Participate, as appropriate to the college’s local circumstances, in annual progress reviews.

4. Problem-solving, advice and pastoral support

- Offer advice (where and if possible) on academic-related matters such as applications for research funding, conferences and seminar attendance, publication and career plans.\(^3\)
- Provide pastoral support, including on health, financial, personal or coping issues, and direct students to appropriate persons/services for assistance.
- Refer students, as necessary, to the appropriate College/University resources.\(^5\)

College Advisee: guidance

All students are assigned a College Adviser, who is usually a Fellow of the College. Your College Adviser can:

- provide pastoral support, for example on health, personal or coping issues, and/or direct you to appropriate persons for assistance;
- monitor your progress, by discussing your University supervision reports and by being available for consultation, either in person or by email;
- discuss with you any problems or difficulties you may be experiencing in your Department or Faculty, and/or with your supervisor;
- consult the Tutor for Graduates/Senior Tutor if there are concerns about your academic progress and if you appear to be experiencing difficulties with your academic work;
- offer guidance on sources of support available within the College and University.

In addition your College Adviser may be able to offer you advice on academic-related matters such as: applications for research funding, conferences and seminar attendance, publication and career plans.\(^6\)

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\(^2\) Graduate Supervision System; OxCORT (for BCL, MJur).

\(^3\) Further information on resources for students can be found at the Student Gateway; Careers Service.

\(^4\) College Advisers would not normally be expected to provide academic references, as others are better placed to do so. They might provide a reference for other purposes, such as Junior Deanship, or a character reference.

\(^5\) Nuffield College Counsellor; University Health & Welfare Services.
Your College Adviser is not expected to perform the role of your Department or Faculty Supervisor(s), and is not responsible for directing your academic work or for giving detailed academic guidance.

You will first meet your College Adviser during your first term, and you are encouraged to contact your College Adviser as and when you need advice or help. (You should also feel free to consult other College officers as necessary: see below.)

Your College Adviser may be changed during periods of sabbatical or other academic leave. Should there be reasons for you to seek a change of Adviser, you should contact your Tutor for Graduates/Senior Tutor.

**Further information**

This guidance focuses specifically on the role of your College Adviser. Your College Adviser will be able to direct you to relevant sources of advice and support, which you should feel free to consult as necessary. These might include (but are not limited to):

- College Chaplain or Welfare Fellow
- MCR President or MCR Welfare Officers
- College Nurse or GP
- College Counsellor
- College Tutor for Graduates/Senior Tutor or Academic Administrator
- College/Tutorial Office or equivalent
- College Bursary or equivalent
- Financial Aid/Student Hardship Officer

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6 College Advisers would not normally be expected to provide academic references, as others are better placed to do so. They might provide a reference for other purposes, such as Junior Deanship, or a character reference.
APPENDIX C
TEMPLATE STUDENT-COLLEGE CONTRACT

STUDENT-COLLEGE CONTRACT

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

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

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

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

Undertakings by the College
5. Teaching - The College will provide such support for graduate students as it reasonably decides to be necessary in connection with their pursuit of a course of studies at Oxford University.

6. Library and IT facilities – The College will provide library and IT facilities in connection with your studies and on the conditions and at the times set out in the 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.

7. Residential Accommodation – The College will maintain a stock of residential accommodation that may be provided to you in connection with your studies and on the terms and conditions and in accordance with the procedures set out in the Student Handbook, and/or accommodation contract or licence agreement, which may vary from year to year.
8. **Meals** – The College will provide meals on the terms and conditions set out in the Student Handbook, which may vary from time to time. Reasonable notice will be given where possible of any occasions on which meals will not be available.

**Your Undertakings**

9. You undertake to abide by the regulations of the College as set out in the Student Handbook, including regulations concerning study, use of the IT network and facilities, payment of fees and charges and residence (see paragraphs 10, 11, and 12 below). Failure to abide by these regulations may lead to the imposition of disciplinary measures, which may include suspension or expulsion. Procedures for disciplinary measures are explained in detail in the Student Handbook or equivalent document or website. [See further paragraph 4 above.]

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

11. **Fees and Charges** – You undertake to pay the fees and charges due to the University and to the College which, after consultation with relevant committees with student representation (in so far as concerns College charges), may vary from year to year and to provide any guarantee or security for the payment of such fees as the College may require. The College will collect University fees and transmit them to the University. Failure to pay fees and charges when due may lead to the imposition of sanctions by the College (see sections 4.2, 4.3 and Appendix H of the Student Handbook).

12. **Residence** – You undertake to comply with the University residence requirements (see Examination Regulation handbook).

**Personal Data**

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

**Jurisdiction**

14. This contract shall be governed and construed in accordance with English Law. By signing and exchanging this document both you and the College submit to the exclusive jurisdiction of the English courts for the resolution of any disputes which may arise out of or in connection with the contract.
SIGNED for and on behalf of
NUFFIELD COLLEGE IN
THE UNIVERSITY OF OXFORD

Name:

___________________________________
Name:

___________________________________
Position:

Signature:

____________________________________
Date:

____________________________________

CONF06/13 rev 08/15

[Please sign and return one copy of the contract to the Senior Tutor, Nuffield College, Oxford, OX1 1NF. The second copy should be retained by you for information.]
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
NUFFIELD COLLEGE POLICY ON
HARASSMENT AND BULLYING

NOTE: This policy is currently under review and will be updated in due course

General Principles

1. Nuffield College is committed to maintaining a working, learning and social environment in which the rights and dignity of all College members are respected. This includes staff, students, Fellows and College visitors.

2. All members of College are expected to treat each other with respect, courtesy and consideration. They have the right to expect professional behaviour from others, and a corresponding responsibility to behave professionally towards others.

3. Harassment is a serious offence which is subject to the College’s disciplinary procedures. Where necessary, complaints of harassment, bullying or other inappropriate behaviour will be investigated in line with the appropriate procedures.

4. All members of College have a personal responsibility for complying with this policy and people in positions of authority, such as heads of departments and their equivalents, have particular responsibilities under this policy. This includes setting a good personal example, having regard to the principles of the policy, and familiarising themselves with the procedures.

5. This policy and the accompanying procedure may be found on the College website at http://www.nuffield.ox.ac.uk/About/Freedom%20of%20information/Pages/Our%20policies%20and%20procedures.aspx

6. The Warden, in consultation with the Adviser to Women Students and other College Officers as appropriate, shall appoint an Advisory Council on Harassment.

7. Constitution of the Advisory Council on Harassment will be stated in its Terms of Reference. Council will meet at least once a year to update these and report to the first meeting of the Personnel and Domestic Committee in Michaelmas Term.

8. Members of the Advisory Council shall obtain training and advice from the University’s Equality and Diversity Unit regarding the role of harassment advisors.

9. This policy will be subject to annual review.

Definition of harassment (including bullying)

10. Harassment is when a person engages in unwanted and unwarranted conduct
which has the purpose or effect of violating another person’s dignity, or creates an intimidating, hostile, degrading, humiliating or offensive environment for another person.

11. Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment. Harassment on grounds of sex (including gender re-assignment), race, religion or belief, disability, sexual orientation or age may amount to unlawful discrimination. Harassment and bullying may occur not only on grounds of characteristics or perceived characteristics of the recipient of the behaviour but also on grounds of the characteristics or perceived characteristics of a person associated with him or her. Harassment may also breach other legislation and may in some circumstances be a criminal offence, e.g. under the provisions of the Protection from Harassment Act 1997.

12. Reasonable administration of proper management instructions, or reasonable and proper review of a member of staff’s or a student’s work and/or performance will not constitute harassment or bullying.

13. Behaviour will not amount to harassment if the conduct complained of could not reasonably be perceived as offensive.

14. Bullying is a form of harassment. It may be characterised by offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

15. Examples of behaviour which may amount to harassment and bullying include offensive comments or body language; verbal or physical threats; insulting, abusive, embarrassing or patronising behaviour or comments; humiliating, intimidating, and/or demeaning criticism; open hostility; deliberately undermining a competent person by overloading with work and constant criticism; isolation from normal work or study place, conversations, or social events; publishing, circulating or displaying pornographic, racist, sexually suggestive or otherwise offensive pictures or other materials; unwanted physical contact, ranging from an invasion of space to a serious assault.

16. Many of the examples of behaviour listed above may occur through the use of the internet, email, social networking sites, or telephone and all may amount to bullying, particularly when the conduct is coupled with the inappropriate exercise of power or authority over another person.

17. Being under the influence of alcohol, illegal drugs or otherwise intoxicated is not an excuse for harassment, and may be regarded as an aggravating feature.

18. The intentions or motives of the person whose behaviour is the subject of a complaint are not conclusive in deciding if behaviour amounts to harassment or bullying.

**Victimisation and Malicious or Vexatious Complaints**

19. Victimisation occurs where a person is subjected to detrimental treatment because s/he has, in good faith, made an allegation of harassment, or has indicated an intention to make such an allegation, or has assisted or supported another person in bringing forward such an allegation, or participated in an
investigation of a complaint, or participated in any disciplinary hearing arising from an investigation.

20. College seeks to protect any member of the College from victimisation arising as a result of bringing a complaint or assisting in an investigation where they act in good faith. Victimisation is a form of misconduct which may itself result in a disciplinary process.

21. If a complaint is judged to be vexatious or malicious (i.e. the complainant knew or could reasonably have been expected to know that the complaint was unfounded), disciplinary action may be taken against the complainant; however, such action will not be taken if a complaint which proves to be unfounded is judged to have been made in good faith.

Confidentiality

All information concerning allegations of harassment must be treated in the strictest confidence and breaches of confidentiality may give rise to disciplinary action. All parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation, or trade union representatives supporting any of the parties) should maintain the confidentiality of the process.
APPENDIX F
NUFFIELD COLLEGE PROCEDURE FOR DEALING WITH COMPLAINTS OF HARASSMENT AND BULLYING

NOTE: This procedure is currently under review and will be updated in due course

1. Wherever possible, the aim is to resolve complaints of harassment promptly and effectively so that good working relationships and normal social interactions can be resumed as quickly as possible.

2. For the purposes of this procedure, ‘harassment’ is taken to include bullying and victimisation.

3. All information concerning allegations of harassment must be treated in the strictest confidence and breaches of confidentiality may give rise to disciplinary action in accordance with the College’s policy on harassment and bullying.

4. All those involved in this process must comply with the principles of the Data Protection Act. These include ensuring that personal data is kept accurate and up-to-date, held securely, not passed on to unauthorised third parties, and not kept for longer than necessary.

Informal resolution

5. An individual who feels that s/he is being harassed in the course of their College activities may feel able to approach the person in question to explain what conduct s/he finds upsetting, offensive or unacceptable, and to ask that person to refrain from that behaviour. Such an informal approach may be all that is required to resolve the issue. The College does not wish to be prescriptive as to the form of any such action that the complainant or the person who is the subject of the complaint may wish to make.

6. If the complainant is unable or reluctant to approach the person complained against, s/he may approach a member of College’s Advisory Council on Harassment for help in achieving an informal resolution of the problem.

7. In some situations, it may be appropriate to ask the parties to consider entering into a mediation process. Although mediation may be attempted at any time before or after a formal investigation, it may be particularly helpful if it is considered at an early stage before the formal procedure is invoked.

Formal procedure

If informal action does not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, the complainant should make a written
complaint to the Dean (in the case of students), or to the Bursar (in the case of staff) or to the Warden (in the case of Fellows). In cases where it is not possible to complain to the designated College officer, either because of their previous involvement or for other reasons, the College’s Advisory Council on Harassment shall advise complainants on how to proceed.

8. The complainant should set out as clearly and succinctly as possible

   i. Who the complaint is about
   ii. the nature of the behaviour that s/he is concerned about;
   iii. the effect of this behaviour on him/her; and
   iv. the resolution s/he is seeking.

   The complaint should include dates and details of any witnesses to any incidents referred to in the complaint, together with any documentary evidence. The complainant should also explain what attempts, if any, have been made to resolve the difficulties and the outcome s/he is seeking.

9. Every effort will be made to achieve a prompt resolution to the complaint – the aim being to conclude the complaint within a period of no more than six weeks. Both the complainant and the person who is the subject of the complaint will be expected to co-operate with the College in achieving that result.

10. Both parties to the complaint have the right to be accompanied and supported by a trade union representative or by a colleague of his or her choice from within the College at any meeting held under this procedure. If the complaint involves a student s/he may be accompanied by a College student or a College or University supervisor. These people must maintain appropriate confidentiality.

11. There may be circumstances in which an aggrieved party is not willing, or able, to make a formal complaint but the Dean, the Bursar, or the Warden considers that the implications for the aggrieved person or others actually or potentially affected are serious. In this case, they may initiate an investigation and make a decision on further action on the basis of such evidence as is available.

Following receipt of a written complaint

12. On receipt of a written complaint, the Dean, the Bursar or the Warden (as appropriate) shall appoint an investigator to take such actions as necessary or appropriate to understand the nature of the complaint and the outcome sought including:

   • informing the person(s) against whom a complaint has been made of the allegations against them;
   • meeting separately with the complainant and the alleged harasser (at which meetings they should be provided with the right to be accompanied);
   • speaking with other relevant people on a confidential basis; and /or obtaining further relevant information.

Carrying out an investigation

13. The purpose of an investigation is to establish the relevant factual evidence in connection with the allegation(s) made by the complainant.

14. As a general rule, the investigator should not have had previous involvement with the issues in the case.
15. The investigation should be concluded as soon as is reasonably practicable. The investigator will prepare a report and findings for consideration by the college officer who appointed them.

16. The procedure for an investigation will normally be as follows:

v. The investigator will meet the complainant to confirm the details of the complaint.
vi. The complaint as clarified will be forwarded to the person(s) complained against together with any other relevant material that has been received.

vii. The investigator will interview, where reasonably practicable, individuals identified by the complainant as having relevant evidence.

viii. The investigator will meet the person(s) complained against to hear their response to the complaint and any further evidence that has come to light.
ix. The investigator will interview, where reasonably practicable, individuals identified by any person complained against as having relevant evidence.

x. Having considered all the evidence, including any relevant documents, the investigator will prepare a written report of his/her findings, in relation to which s/he may check relevant sections in draft with the parties before finalising.

xi. The report will be forwarded to the Dean, or the Bursar or the Warden as appropriate.

17. The Dean, or the Bursar or the Warden will inform the complainant and alleged harasser(s) of the complaint in writing:

xii. of the conclusions s/he has reached having reviewed the evidence, including any investigation report;

xiii. of the action s/he intends to take; and

xiv. of the reasons for any such action, and

xv. that persons affected by the decision have the right of appeal, and to whom and how that appeal should be made.

18. The Dean, or the Bursar or the Warden will also inform any other parties who have been asked to participate in an investigation, including the Chair of the College Advisory Council, that the investigation has been concluded.

Possible outcomes of the investigation into the complaint

Depending on the nature of the complaint and the evidence found, including the findings of any investigation report, the Dean, or the Bursar or the Warden will either:

1. **Take no further action**, other than, where appropriate, implementing or suggesting steps that would help to restore reasonable working relationships between the parties. This approach will usually be appropriate where the claim(s) of harassment are considered to be unfounded but made in good faith and where there is a continuing relationship between the parties.

or
2. **Take steps to resolve the issues** (e.g. providing specific training or development, or implementing practical arrangements to improve working relationships). If a successful resolution is achieved the case will be closed.

   **or**

3. **Initiate disciplinary proceedings** where the Dean (in the case of students), the Bursar (in the case of staff), or the Warden (in the case of Fellows) considers that there is sufficient evidence to support allegations of harassment of a sufficiently serious nature as to merit disciplinary action.

   In rare cases disciplinary action may be instituted against the complainant if the Dean, the Bursar or the Warden is satisfied that the complaint of harassment is not made in good faith (i.e. the complainant knew or could reasonably have been expected to know that the complaint was unfounded).

**Appeal**

19. Parties to the complaint will be advised on how to appeal against the decisions that have been taken. If either party disagrees with the decision, an appeal may be made in writing to the person nominated to hear the appeal within seven working days of receiving the notice of the original decision.

20. The appeal will normally be heard within seven working days. The person hearing the appeal may carry out a further investigation, and will meet with the appellant concerned to discuss the appeal. Appellants have the right to be accompanied and supported by a trade union representative or by a colleague of his or her choice from within the College at any meeting held under this procedure. If the complaint involves a student s/he may be accompanied by a College student or a College or University supervisor. These people must maintain appropriate confidentiality.

21. The decision on the appeal should be communicated to the appellant within seven working days after the meeting with the individual concerned. This marks the end of the complaint process.
APPENDIX G

STUDENT MATERNITY AND PATERNITY LEAVE SCHEMES

Maternity Leave

Students holding funding awards from external bodies who become pregnant will be expected to follow the guidance on maternity arrangements produced by their particular scheme. The UK Research Councils, for example, currently allows up to six months paid maternity leave without the level of the award being reduced and up to six months suspension of award (unpaid). These Councils require that paid and unpaid leave periods be taken consecutively.

Students funded by the College, and whose expected date of confinement (EDC) will occur during their award, may apply to the Senior Tutor for up to six months paid maternity leave without the level of their award being reduced. They may also apply for up to a further six months suspension of their award (unpaid) because of the pregnancy. Applications for maternity leave must be supported by a copy of the MAT B1 form (confirming expected date of confinement).

Students who are self-funded may apply for up to twelve months leave (suspension of studentship).

Financial support for periods of unpaid leave may be sought from the University Access Funds and College welfare funds.

Note: In all cases if a student chooses not to take the full twelve months at the time of their pregnancy they will not be able to take the remaining period at a later time. Maternity leave may start from eleven weeks prior to the EDC. No new mother may attend the College for work purposes for two weeks after giving birth for health and safety reasons.

Paternity Leave

New fathers will be allowed to take a period of unpaid leave at the birth of a new child (or children) up to a maximum of 13 weeks. Applications are made to the Senior Tutor. This leave can be taken at any time within 12 months of the birth of the child, providing it is taken within the life of the award or studentship. This is a suspension of the award or studentship and only one suspension period per birth event can be agreed.

Accommodation

It is not possible to predict all accommodation requirements. Pregnant students living in single college accommodation will need to apply to the Bursar for a risk assessment of this accommodation and, if necessary, may have to move to more appropriate single accommodation. It is not possible to have children in single accommodation, so applications for University family accommodation may be necessary.
As Nuffield College does not provide family accommodation, pregnant students, or their partners, living in partnered College accommodation will need to apply for University or other family accommodation. However, the College is able to be flexible over short overruns in partnered flats in order to match availability of family accommodation.

The student housing allowance will continue to be paid for all periods of maternity and paternity leave (paid or unpaid).

**Funding for Students with Children**

In line with UK Research Councils, the College does not pay a young dependants allowance. Students may apply to Access and Hardship Funds. (Advice available from Oxford University Student Funding and Access Office/Student Financial Support (contact: student.funding@admin.ox.ac.uk).

**Childcare**

At Oxford, the Access to Learning Fund is top sliced to provide funds for help with registered childcare provision costs. All Home Students should apply to this fund (see [http://www.ox.ac.uk/students/shw/](http://www.ox.ac.uk/students/shw/)). The financial provision for overseas students is extremely limited. However all students are eligible to apply to the University Hardship Fund if they experience unforeseen financial hardship. There is a Childcare Relief Fund which is also intended to relieve unforeseen hardship. Details from the Student Funding and Access Office.

Nuffield College has access to one sponsored nursery place, and matriculated students are eligible to apply for this place at one of the University’s nurseries, if the place is available. The University’s nursery provision is oversubscribed, and there is a long waiting list, so it is advisable to apply for a place as soon as possible. Comprehensive information and an application form are available from the Childcare Services for Students pages on the Web - [http://www.admin.ox.ac.uk/eop/childcare/](http://www.admin.ox.ac.uk/eop/childcare/).

**Practical Matters**

Risk assessments will be made of work place and college accommodation to assess any adjustments which may be required.

The University policy concerning parental leave can be found on the Student Gateway, at [http://www.ox.ac.uk/students/shw](http://www.ox.ac.uk/students/shw).
APPENDIX H

COLLEGE BATTELS POLICY

Principles
The provision of a battels account is a form of credit and is subject to strict adherence to the College battels policy which applies to all College members. Membership of the College obliges everyone to pay their battels promptly.

The full policy is reproduced below for the information of students:

Timing
Battels are normally due for payment in arrears on:

- 15 October
- 15 January
- 15 April
- 15 July

All invoices are to be paid in full within one week of the due date. Members of College who expect to be away from Oxford on the due date should contact the College Accountant to make suitable arrangements. The College Accountant will notify any variation of the due date caused by unavoidable circumstances.

Reminders
A reminder will be sent by the College Accountant two weeks after the due date. A late payment charge of £20 will be added to the account when the reminder is sent. The College Accountant has discretion to cancel this charge if the invoice is paid without further reminders, and if the late payment is shown to be for good reasons outside the member’s control.

If the invoice remains unpaid four weeks after the due date, the Bursar will issue a final reminder in the form of an invitation to discuss the outstanding invoice with either the Bursar or the Senior Tutor.

If the interview with the Bursar or Senior Tutor does not lead to action under the Student Hardship scheme (in the case of eligible members), the recovery of the debt will proceed in the following ways, at the discretion of the Bursar:

(i) Payment is made in full without further reminders. No further action will be taken.
(ii) A scheme of regular payment or other debt management is agreed with the Bursar.
(iii) If none of the above, College credit will be suspended, further sanctions applied as appropriate, and the matter referred to the Dean.
Members have an obligation to co-operate with College Officers; refusal to meet the Bursar or Senior Tutor to discuss battels will be treated as a serious disciplinary matter by the College.

**Methods of payment**
The College seeks to be as flexible as possible in the methods of payment permitted, to suit individual budgeting situations.

(i) **Advance payments** – advance payments must be made in full by the due date online, or by credit card, bank transfer, cheque or, exceptionally, by cash. By exception, monthly payments are permitted by standing order only. The following payments are required in advance:
   a) Accommodation rents.
   b) Termly meal schemes.
   c) Fees.

(ii) **Quarterly battels** – battels may be paid online, or by credit card, direct debit, cheque, bank transfer or, exceptionally, by cash. Regular payment schemes may be agreed with the Bursar for payment by standing order only.

(iii) Some charges are not eligible for payment via battels. These include any charge in excess of the credit limit, the Continuing Student charge, certain private functions and purchases of wine.

**Disputed accounts**
As a rule, payment of the invoice should not be delayed because of relatively small disputed entries. Any suspected error in the battels account should be reported to the Battels Clerk as soon as possible. Any dispute which cannot be settled by the College Accountant will be referred to the Bursar.

**Control of credit**
To assist members in avoiding excessive debt, credit limits are monitored by the Bursar and access to credit may be removed at his discretion. Members who exceed their credit limit or who fail to pay bills after being sent reminders will have their credit facilities suspended. In practice, computing, printing, telephone and mail accounts will be frozen and meals not already paid for may not be taken in Hall.

**Action on non-payment of bills**
The Student Hardship Fund and regular repayment schemes exist to help members through unforeseen hardship or temporary budgeting difficulties. If a member is not in genuine hardship and has not co-operated over repayments, the College reserves the right to apply the following sanctions:

(i) **Non-payment charge** – this will be raised when the First Reminder is sent, and may be repeated when each subsequent reminder is sent.

(ii) **Suspension of credit** – credit facilities will be suspended after the Final Reminder.

(iii) **Net payment** – if a student member has not responded to the Final Reminder, the College will „net-off“ any payments due to the individual from College funds against outstanding battels. With the proviso that the student may appeal to the Senior Tutor to make a case that such action will impede progress with research.

(iv) **Taking of degrees** – the College will decline to present students and former students for the degree of master or doctor unless outstanding debts have been cleared. Similarly, Transfer of Status forms will not be signed until battels have been cleared.
(v) Disciplinary action – the College may take disciplinary action against members who fail to co-operate with debt management.

(vi) Legal action – in the most serious cases, where there has been no co-operation from the member or former member, the College may resort to legal action to recover the debt.
APPENDIX I
LIST OF FEES AND FIXED CHARGES

### University Fees 2015/16

#### Sociology

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<th>Home/EU</th>
<th>Overseas</th>
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#### Politics/IR

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<tr>
<td>Home/EU</td>
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#### College Fee

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#### Thesis Grants

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#### Student Housing Allowance

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#### Student Research Allowances

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<td>All Students</td>
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<tr>
<td>DPhil (RTSG equivalent for non-ESRC funded students)</td>
<td>£750</td>
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Fixed Charges 2015/16

1. Rents
   Students
   1 October 2015 - 31 August 2016
   Termly installment (x3) £ 1,874
   Monthly rent £ 511
   College Ensuite
   £ 5,621
   £ 6,132

2. Fixed Charges Catering
   Lunch
   Annual (1/10 to 30/9) £ 753
   Termly £ 251
   Quarter 1,2,3 (visiting students) £ 202
   Quarter 4 (visiting students) £ 147
   Dinner (optional) Q1,2,3 £ 104

3. Continuing Students
   Shared room per term £ 182

4. Refundable key deposit
   Nonresidential £ 25

5. Refundable key deposit
   Walton St £ 25

6. Guest Rooms
   Superior £ 61
   Standard £ 41

7. Occasional use of Student Study (per week) £ 66

8. Hire of Public room (per session) £ 261

Meal Charges 2015/16

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<td>Breakfast</td>
<td>£ 3.77 (Full English)</td>
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<tr>
<td></td>
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<td>Lunch</td>
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<td>Dinner (low table)</td>
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<tr>
<td>High Table</td>
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<tr>
<td>Dessert</td>
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<tr>
<td>Wine at High Table</td>
<td>£ 6.97</td>
<td>£ 8.36</td>
<td>£ 6.97</td>
</tr>
<tr>
<td>Wine at Dessert</td>
<td>£ 4.27</td>
<td>£ 5.12</td>
<td>£ 4.27</td>
</tr>
</tbody>
</table>
Notes:

All charges are exclusive of VAT unless indicated otherwise.
Guests other than Student Guests are charged VAT at the standard rate (20%).
Student rate is the ‘pay as you dine’ rate.
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
Payments made by credit card will incur a card processing fee of 2.5%
APPENDIX J
FITNESS TO STUDY

INTRODUCTION

1. 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 purpose of this document is to set out procedures and policies within College in respect Fitness to Study matters. It is divided into three parts:

Part A describes in general terms the sources of support which are available to students who are experiencing medical, psychological, or emotional problems.

Part B outlines the framework which will be used by the College when managing interruptions to courses of study (including delays to the start of a course).

Part C describes the procedures which will be followed in the event that either the student or his or her department does not accept the intermission arrangements being proposed by the College.

2. For the purposes of this policy, and in line with the definition employed by the University, 'Fitness to Study' refers to a student's fitness:

- to commence a distinct course of academic study; or
- to continue with his/her current course of academic study; or
- to return to his/her current or another course of academic study and his or her ability to meet:

- the reasonable academic requirements of the course or programme; and
- the reasonable social and behavioural requirements of a student member (whether resident in college or not) without his or her physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or other students and/or University or college staff.

3. This document should be read in conjunction with the College’s Guidelines on Confidentiality in Student Health and Welfare, which note that in certain circumstances the College may owe a duty of care to individuals that cannot be discharged unless action is taken on the basis of information which has been provided in confidence. Such circumstances may include some elements of the Fitness to Study processes described below. In particular, in order to fulfil its responsibilities under these procedures, the College may need to disclose relevant information to the individual’s department or faculty, in order for a decision about his or her fitness to study to be taken. Information will normally only be disclosed with the individual’s consent, and the transmission of any information will always be undertaken with the utmost discretion and on a need-to-know basis.

4. Queries or concerns about the information provided in this document should be sent

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7 Although this document uses “his/her” and “he/she” the College and the University acknowledge that some people do not identify with binary genders and prefer to use other pronouns.
A. SOURCES OF SUPPORT

1. Nuffield College recognises that many students will encounter medical, psychological, or emotional challenges of some kind during the course of their studies, and that both the causes of such challenges and their impact can vary significantly from individual to individual. The College aims to ensure that all of its students are fully aware of the sources of support and advice which are available both within the College and outside it, and is committed to fostering a supportive environment within which students feel able to seek help as appropriate, and which enables difficulties to be addressed and where possible resolved at the earliest opportunity.

2. Outlined below are the sources of support and advice within the collegiate University to which students experiencing challenges can turn. Such challenges might include: anxiety, depression or other mental health difficulties (academic-related or otherwise); disability; medical issues; harassment, bullying, or inappropriate conduct; and equality and diversity. There is no obligation to approach any of the sources listed below in any particular order, but the following points are worth emphasising:
   
i. Students experiencing challenges will almost always find it helpful to talk to someone about their situation, and are encouraged to do so at the earliest possible opportunity. Many personal problems experienced at University can be resolved quickly by talking to a family member or a friend or by seeking help from one of the sources described below.
   
   ii. The College contains a particularly useful set of people who are in a position to provide support and advice of one kind or another, and students may find it helpful to start here in the first instance.

   iii. Students are encouraged to engage as much as possible with the support process, both by seeking advice as early as possible, and by responding constructively to advice given.

   iv. Students can be reassured that whatever matters they discuss will be treated in line with the University’s and the College’s guidelines on confidentiality.

3. Within College, students may find it helpful to contact the Senior Tutor (Eleni Kechagia-Ovseiko), who also acts as the College’s Disability Lead; the College Counsellor (Victoria Plant); the Equality and Diversity Officer (Gwen Sasse); the President of the JCR (currently Chris Jacobi) or the JCR’s Welfare Officer (currently Matthias Dilling); the Junior Dean (currently Henning Tamm); their College Supervisor or one of the three subject group chairs. Contact details for each of these people is available from the Phone List on the College Intranet.

4. Across the University more widely, students can consult the University Counselling Service (which also runs a series of workshops designed to provide practical advice and skills on, for example, examination stress, insomnia, and generalised anxiety); and can seek advice from the University Disability Advisory Service as appropriate (the Senior Tutor or other College officer can also liaise with the Disability Office on the student’s behalf). They may also find it helpful to approach their University Supervisor, Head of Department, or Departmental Administrator. Student Advisors at the Oxford University Student Union provide a free, confidential and impartial advice service, and Oxford Nightline is a listening, information and support service run by students, for students.

5. Beyond the collegiate University, students are able to seek professional medical
advice from their GP, and Nuffield students are encouraged (but not obliged) to register with the College Doctor, 19 Beaumont Street. The Samaritans offers a listening and support service, while TalkingSpace Oxford provides a range of therapies that have been approved by the National Institute for Health and Clinical Excellence (NICE) for the treatment of common problems such as depression and anxiety.

6. As noted earlier, while many challenges experienced by students are not trivial, the majority can be resolved quickly by seeking advice from one of the sources above. Even in those cases where a problem cannot be resolved quickly, approaching one of the sources above will form an important first step in the support process.

B. INTERRUPTIONS TO STUDY

1. Nuffield is committed to protecting and promoting the welfare of all members of the College, and to enabling its students to fulfil their academic potential. Students admitted to the College are normally expected to commence and complete their course of study within the specified duration of the relevant programme. However, the College recognizes that a delay or an intermission to study will sometimes be necessary and in the interests of the student’s health or welfare, and that in some cases reasonable adjustments will be required in order to enable a student to commence or return to study. This section sets out a broad framework within which such cases will be managed, though it is important to note that each case will be managed on an individual basis, taking account of the specific circumstances of the student involved.

2. Where the College is informed (by the student or a representative acting on his or her behalf) in advance of the start of a course of study that a student is experiencing medical, psychological, or emotional challenges which are likely to compromise his or her ability to commence the course, the Senior Tutor (or another appropriate College Officer acting on his or her behalf) will normally take the following actions:

- Make contact with the student, and where possible request medical certification which describes the nature of the student’s condition and provides a prognosis for his or her recovery.
- Seek the student’s consent to discuss (in a discreet manner and on a need-to-know basis) his or her circumstances with other relevant College or University officers.
- Consider – on the basis of any medical documentation, on advice sought from the University Disability Office as appropriate, and in conjunction with the relevant College or University officers – whether reasonable adjustments could be made by the College or the University which would enable the student to commence and make appropriate progress on his or her course of study.
- Facilitate – in consultation with the relevant subject group chair in College, with the Director of Graduate Studies or other appropriate departmental officer, and with the student’s supervisor(s) – the arrangements for the student in question to be granted an appropriate period of intermission from his or her studies. For doctoral students, this would normally take the form of deferring entry or suspending status for one or more terms. Given the nature of postgraduate taught courses, students on those programmes who are likely to miss a substantial part of the first year of study (e.g., more than half a term) will normally be expected to defer their entry by one year. The exact nature of any intermission will depend on the details of each case and the advice provided in any available medical certificates.
- Make contact with the student at appropriate intervals during the intermission or period of deferral.
• At the end of the intermission or period of deferral, follow the process governing arrangements for resuming a course of study described below, in paragraph 4 of this section.
• Maintain (securely and confidentially) comprehensive written records throughout the process. Follow the principles set out in the College’s *Guidance on Confidentiality in Student Health and Welfare*.

3. Where the College is informed or becomes aware that a student **enrolled on a course of study** is experiencing medical, psychological, or emotional challenges which appear to be compromising his or her ability to continue with his or her current course of academic study, the Senior Tutor (or another appropriate College Officer acting on his or her behalf) will normally take the following actions:

• Make contact with the student, and where possible request medical certification which describes the nature of the student’s condition and provides a prognosis for his or her recovery.
• Seek the student’s consent to discuss (in a discreet manner and on a need-to-know basis) his or her circumstances with other relevant College or University officers.
• Consider – on the basis of any medical documentation, on advice sought from the University Disability Office as appropriate, and in conjunction with the relevant College or University officers – whether reasonable adjustments could be made by the College or the University which would enable the student to commence and make appropriate progress on his or her course of study.
• Facilitate – in consultation with the relevant subject group chair in College, with the Director of Graduate Studies or other appropriate departmental officer, and with the student’s supervisor(s) – the arrangements for the student in question to be granted an appropriate period of intermission from his or her studies. The exact nature of any intermission will depend on the details of each case (in particular the type of course and the point at which the intermission is sought), and on advice provided in any available medical certificates.
• Make contact with the student at appropriate intervals during the intermission.
• At the end of the intermission, follow the process governing arrangements for resuming a course of study described below, in paragraph 4 of this section.
• Maintain (securely and confidentially) comprehensive written records throughout the process. Follow the principles set out in the College’s *Guidance on Confidentiality in Student Health and Welfare*.

4. Towards the end of any period of intermission or deferral, the Senior Tutor (or another appropriate College Officer acting on his or her behalf) will normally take the following actions in order to confirm that the student in question is fit to **return to study**:

• Make contact with the student to establish his or her plans in respect of a possible return to (or commencement of) study.
• Where appropriate, request medical certification which confirms in principle that the student is fit to resume or commence his or her course of study.
• Update and consult as appropriate (and with the consent of the student concerned) other relevant College and departmental officers, and facilitate arrangements for the student to formally return to study.
• Consider – on the basis of any medical documentation and advice sought from the University Disability Office as appropriate and in conjunction with the relevant departmental officer – whether any reasonable adjustments need to be made in respect of the student’s return to study.
• Ensure that a plan of study / progress is agreed between the student and his or her supervisor or other appropriate departmental officer.
• Initiate appropriate levels of regular contact with the student following his or her...
return to study.

- Maintain (securely and confidentially) comprehensive written records throughout the process. Follow the principles set out in the College’s *Guidance on Confidentiality in Student Health and Welfare*.

C. **COLLEGE APPEAL PROCEDURES AND THE UNIVERSITY’S FITNESS TO STUDY PANEL**

1. In following the processes set out in section B above, the College’s overall approach will be consensual. To that end, its aim will be to discuss and agree the details of any intermission arrangements with the student and the relevant department in advance of an intermission being sought or granted. This section describes the procedures which will be followed in the event that either the student or the department does not accept the intermission arrangements being proposed by the College.

2. Any student granted an intermission, or who has an intermission imposed upon him or her, may appeal against the decision on the grounds that it is not appropriate to his or her case. The student must give notice of appeal in writing (by email will suffice) to the Warden within seven days of being notified that an intermission has been imposed or granted. This period may be extended at the discretion of the Warden. The student’s appeal shall be considered by a panel consisting of the Senior Fellow, the Dean, and the Equality and Diversity Officer. The Senior Fellow shall act as chair of the panel. If anyone who would otherwise have served on the panel has been involved with the case, has a supervisory relationship with the student in question, or is for some other reason unable to serve, the Warden will appoint a Fellow who has not hitherto been involved to serve in his or her place. The student will be invited to submit supporting evidence or to present such evidence in person, and may be accompanied by a representative of his or her choice. The panel shall have the authority to seek professional medical advice (in the first instance from the College Doctor) and to invite relevant College and University officers to attend as appropriate. The result of the appeal shall be communicated to the student in writing within seven days of the Panel’s decision being made.

3. In the event that the student is unsatisfied with the outcome of the appeal, or in the event that the student’s department does not accept the intermission that has been granted or imposed, the matter may be referred by the College to the University’s Fitness to Study Panel. The Panel has power to consider medical and any other appropriate evidence, to take expert advice, and to consider submissions made by or on behalf of the student concerned. At the end of the process, the Fitness to Study Panel will decide (in the case of referrals by University authorities) or recommend (in the case of referrals by colleges) whether or not the student is fit to study. Further details about the Panel are available on the relevant pages of the University website.
APPENDIX K
GUIDELINES ON CONFIDENTIALITY IN STUDENT HEALTH AND WELFARE

Introduction
1. These guidelines are intended for the benefit of all members of College who are involved in student health and welfare and for whom confidentiality might be an issue, including College Officers, College Supervisors, College Staff, and of course students themselves. They are designed to ensure that all relevant parties are aware of the basic principles concerning confidentiality.

2. The guidance provided in this document is based on and in line with the University’s Guidelines on Confidentiality in Student Health and Welfare (which also sets out the legal context for principles governing confidentiality, and provide details concerning the disclosure of information to the police), and is in line with the College’s Data Protection Policy (which sets out the ways in which the College complies with the obligations entailed in the Data Protection Act of 1998).

3. The document consists of three sections: the first part outlines the aims and principles of the College’s guidelines; the second part provides an overview of relevant professional codes of practice; and the third part describes the role of the College’s Welfare Committee.

Aims and Principles
4. Nuffield 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. To this end, the College operates in accordance with the following principles.
   a. A general respect for privacy means that matters relating to the health and welfare of individuals must be treated as confidential (and in line with the requirements of the College’s Data Protection Policy).
   b. Any member of College to whom a student turns for advice or support on a personal or private matter must take efforts to establish (preferably at the outset of any discussion) the extent to which the content of the conversation is to be treated as confidential.
   c. The student’s consent must always be sought before confidential information is disclosed to a third party or parties (including the student’s family members), and the extent of any onward transmission must be clearly agreed.
   d. In line with the European Convention on Human Rights, the disclosure of confidential information without an individual’s consent is permitted only in circumstances where it is necessary to prevent a threat to the health and safety of individuals or groups; even in such circumstances, all reasonable efforts must still be made to secure the individual’s consent before confidential information is disclosed, and where practicable, advice must always be sought from the highest available authority within College before confidentiality is breached.
   e. Students seeking support should be encouraged by those who are advising
them to consider the possible benefits of sharing relevant information with
other parties (e.g., to achieve a desired outcome, or to obtain professional
medical advice), and should be made aware of internal and external sources
of support (see the Welfare page of the College’s intranet for details, and
the first part of the College’s Fitness to Study policy).

f. College members acting in an advisory capacity need not feel that
responsibility for managing and taking decisions about an individual
student’s situation rests with them alone, and are encouraged to seek advice
on issues of concern in general terms, without breaching students’
confidentiality or disclosing their identity.

Professional Codes of Practice

6. The General Medical Council operates an explicit set of guidelines on medical
confidentiality. Doctors have the discretion to share information with other members
of an immediate healthcare team, and in a limited set of other circumstances; the
General Medical Council states that “Disclosures may be necessary in the public
interest where a failure to disclose information may expose the patient, or others, to
risk of death or serious harm. In such circumstances you should disclose
information promptly to an appropriate person or authority.”

7. The College's College Counsellor is an Associate Fellow of The British
Psychological Society, and abides by their guidelines on ethics and confidentiality.
Their Code of Ethics and Conduct (2009) states that a member of the Society
should “restrict breaches of confidentiality to those exceptional circumstances under
which there appears to be sufficient evidence to raise concerns about: (a) the safety
of clients; (b) the safety of other persons who may be endangered by the client's
behaviour; or (c) the health, welfare or safety of children or vulnerable adults”.

8. The University’s Student Counselling Service is an organisational member of the
British Association for Counselling and Psychotherapy and abides by its Ethical
Framework for Good Practice. The University Guidelines on Confidentiality in
Student Health and Welfare state that: “Confidentiality remains with the staff of
Student Welfare and Support Services and information will not normally be
conveyed to others without permission. If a student were considered to be a danger
to [themselves] or to others then the student's consent would still be sought before
information conveyed to others. If this consent were not given then a counsellor
would consult with a senior member of the team before a decision to break
confidentiality was taken. The impact on the member of staff’s future therapeutic
relationship with the student would also be taken into consideration. Any breach of
confidentiality would be minimised by restricting the information conveyed both to
that which is pertinent to the immediate situation and to those persons who can
provide the help required by the student.”

Nuffield College Welfare Committee

9. The College Welfare Committee, a Sub-Committee of the College’s Personnel and
Domestic Committee, exists in order to provide strategic oversight of welfare issues
within College, including health, disability legislation, financial aid funds,
harassment and bullying, maternity/paternity schemes, equal opportunities,
counseling and accommodation. The Committee does not discuss individuals or
individual cases, but is concerned with the provision of welfare services in general
terms across the College, and may take action, or recommend that action be taken,
in response to recurrent welfare themes. The Chair of the Committee is the
Warden. The other members are the Equality and Diversity Officer, the College
Counsellor, the Senior Tutor, the Bursar, the Junior Dean, the College Doctor, and
one or two representatives of the Junior Common Room.

10. Queries or concerns about these guidelines should be directed to the Senior Tutor
in the first instance.
Colleges state that Staff-Student Relationships (SSR) are prohibited and discouraged. Staff is advised to disclose any relationships to their Head of Department, and students should also disclose any previous relationships. The SSR policy states that relationships are discouraged, especially where the staff member has some academic or supervisory responsibility for the student. The Nuffield College subscribes to the principles and procedures set out in the University’s policy on Staff-Student Relationships, and encourages all students and staff to familiarise themselves with the terms of the Policy and its requirements.